

C. I. G. Administrative Instructions

Approved For Release 2001/08/02 : CIA-RDP80-07290R000100010009-4

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1 of 2

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RESTRICTEDCENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

14 October 1949

SUBJECT: Vouchered Petty Cash Procedure - Continental United States.

RESCISSION: Unnumbered memorandum, dated 20 December 1948, from Budget and Finance Branch covering "Vouchered Petty Cash Procedure".

Reference: New Regulation [REDACTED] General Accounting Office, 2 May 1945

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General Regulation 103, issued by the General Accounting Office on 2 May 1945, relating to petty purchases, authorizes cash payments for official petty purchases. The Regulation appears to be sufficiently clear so that it need not be supplemented by additional detailed information with respect to the contents thereof; however, from an Agency viewpoint, it is necessary to prescribe certain procedural requirements.

1. Authorization

Expenditure by direct purchase shall be made under the Regulation only in case of an emergency or when it is not feasible to effect procurement through normal channels. No advance of petty cash funds will be made to field offices; such purchases must be financed from personal funds.

2. Designation

The Chief or ~~Acting Chief~~ of each field office concerned shall designate, in writing, one employee of his office to make petty purchases, should the need arise. Only one employee may be authorized to carry out this function; however, a change in designation may be made when the Chief or Acting Chief of the field office deems it necessary. The designation shall be prepared in triplicate, a signed copy should be attached to the first original voucher and memorandum copy thereof submitted under such designation, the remaining copy to be retained [REDACTED]

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3. Preparation and Transmittal of Vouchers

The original voucher signed by the payee (with signature of Chief or Acting Chief of the field office in the space marked "Immediate Supervising Official") and memorandum copy thereof shall be forwarded with proper attachments, through channels, to the Fiscal Division for payment at the close of the month to which it applies. The voucher should show the Payee's address as: "200 Central Building, 2430 E. Street, N.W., Washington 25, D. C." all petty cash vouchers shall be processed for payment at the close of the month during which submitted.

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Admin Staff

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4. Regulations and Restrictions

a. A maximum amount of \$20.00 per transaction shall not be exceeded, and the total monthly expenditure shall not exceed \$75.00. Should an emergency arise where an expenditure in excess of \$20.00 becomes necessary, and other approved local procurement channels cannot be used, a teletype or telegram requesting instructions should be directed through headquarters to the Services Division, which is authorized to approve exceptions to the limitation, upon receipt *Admin Staff* *through channels of a properly supported request.*

b. The Federal Supply Schedule Index lists restrictions that exist in connection with Federal procurement. Particular attention is invited to the following:

- Page 7 - Post Office Department - Envelopes
- Page 7 - Federal Prisons Industries, Inc.
- Page 8 - Government Printing Office
- Page 10- Purchases of Blind Made Products
- Page 22- Source of Supply Symbols
- Page 23- Index to Government Sources of Supply

As indicated, purchases under the petty cash procedure shall be made only in case of an emergency or when it is not feasible to secure the desired item or service through requisition to the local PBA office, the Regional Supply Center, Bureau of Federal Supply and/or the Services Division, Washington, D.C. Even though an emergency does exist, items such as the following (listed by normal source of supply) cannot be procured under the petty cash procedure unless a waiver is secured in advance through the Services Division, CIA, or the Regional Supply Center, Bureau of Federal Supply for items normally supplied through that Agency:

Admin Staff (1) a. Government Printing Office

Standard forms, bound books, pressboard notebooks, stenographers' notebooks, blank books, ruled cards, stock tablets, blank paper, blotting paper, card-board, newsboard, blue and all types of inks.

(2) b. Blind Made Products

Corn brooms, chair pads, rubberized fabric mats, pillowcases, towels, mops and mop handles.

(3) c. Federal Prison Industries

Brooms (other than corn), brushes, canvas goods, castings, wood specialties (such as desk trays), gloves, wood block type mats, metal specialties and laundry service.

(4) d. Bureau of Federal Supply

Electric lamps (bulbs), vacuum cleaners and repair parts, offset duplicating supplies, paper drinking

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cups and dispensers, machine tools, small machines and accessories and parts, some periodicals and lawbooks, v-beltting, floor coverings, purchase and rental of microphotographic equipment, spark plugs, heavy duty electric storage batteries, tires and tubes, tire chains, gas and oil, fuel oil and kerosene, filing equipment, storage and transfer cases, erasers, copy holders, indexes, typewriter parts and household and quarters furniture.

(5)X. Post Office Department (Schedule 5)

Printed and plain envelopes.

5. Examples of items and/or services which are obtainable under the petty cash procedure:

- a. Payment of rental of Post Office Boxes.
- b. Payment in connection with unpacking, uncrating and local transportation of supplies and equipment received in field offices.
- c. Changing of combinations and repair of safes.
- d. Screwdrivers, screws, string, wrapping paper, etc., under \$1.00.
- e. Mimeographing, photostating and duplicating services in cases of emergency or where security is involved.
- f. Electric cords, sockets, cash boxes, office signs.
- g. Maps, directories, newspapers, periodicals, special publications.
- h. Camera repairs and official photo supplies and film.
- i. Keys and locks.
- j. Stenographic services when properly justified.
- k. Rental of safety deposit boxes (when approved by the Physical Security Division, I&S).
- l. Rental of conference room when properly justified.
- m. Official rubber stamps.
- n. Repairs to office machines (except typewriters) and electrical equipment, etc. (when a showing is made that the free service period has expired).

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and info operations
 If there exists a need for establishing a petty cash purchase procedure, the field office concerned will supply the Budget Staff, through appropriate channels, an estimate of monthly requirements, in order that appropriate allotments and obligations of funds may be established.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

by field office,

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Captain, USN
Executive

DISTRIBUTION: SPECIAL

| | |
|--------------------------------------|------------|
| Director of Central Intelligence | - 1 |
| Deputy Director | - 1 |
| Executive | - 2 |
| Management Officer | - 3 |
| Budget Officer | - 1 |
| Personnel Director | - 1 |
| Chief, COPS | - 1 |
| General Counsel, Legal Staff | - 1 |
| Chief, Inspection and Security Staff | - 7 |
| Chief, Administrative Staff | - 1 |
| Chief, Fiscal Division | - 8 |
| Chief, Services Division | - 6 |
| Assistant Director, OC | - 1 |
| [REDACTED] | - 9 |
| Chief, Contact Division | - <u>4</u> |
| | <u>47</u> |

Total Run - 100

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Concur.

[REDACTED]

Budget Officer.
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ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

14 October 1949

SUBJECT: Vouchered Petty Cash Procedure - Continental U. S.

REVISIONS: Unnumbered memorandum dated 20 December 1948 from Budget and Finance Branch covering "Vouchered Petty Cash Procedure"

General Regulation 103, issued by the General Accounting Office on 2 May 1945, relating to petty purchases, authorizes cash payments for official petty purchases. The Regulation appears to be sufficiently clear so that it need not be supplemented by additional detailed information with respect to the contents thereof; however, from an Agency viewpoint, it is necessary to prescribe certain procedural requirements.

1. Authorization

Expenditure by direct purchase shall be made under the regulation only in case of an emergency or when it is not feasible to effect procurement through normal channels. No advance of petty cash funds will be made to field offices, such purchases must be financed from personal funds.

2. Designation

The Chief, or Acting Chief of each field office concerned shall designate, in writing, one employee of his office to make petty purchases, should the need arise. Only one employee may be authorized to carry out this function; however, a change in designation may be made when the Chief, or Acting Chief of the Field office deems it necessary. The designation shall be prepared in triplicate; a signed copy should be attached to the first original voucher and memorandum copy thereof submitted under such designation, the remaining copy to be retained, ~~in~~

~~CONFIDENTIAL~~ OFFICE

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3. Preparation & Transmittal of Vouchers

The original voucher signed by the payee (with signature of Chief or Acting Chief of the Field office in the space marked "Immediate Supervising Official") and memorandum copy thereof shall be forwarded with proper attachments ^{through channels} ~~to the Budget Office~~ ^{Fiscal Division} for payment at the close of the month to which it applies. The voucher should show the Payee's address as: "200 Central Bldg., 2430 E. St., N.W., Washington 25, D.C."

4. Regulations & Restrictions

A maximum amount of ~~\$10.00~~ ^{25.00} per transaction shall not be exceeded, and the total monthly expenditure shall not exceed ~~\$10.00~~ ^{25.00}. Should an emergency arise where an expenditure in excess of ~~\$10.00~~ ^{25.00} becomes necessary, and other approved local procurement channels cannot be used, a teletype or telegram requesting instructions should be directed through headquarters to the ^{Services} ~~Supply Division of the Services Office~~ which is authorized to approve exceptions to the limitation.

The Federal Supply Schedule Index lists restrictions that exist in connection with Federal procurement. Particular attention is invited to the following:

- Page 7 - Post Office Department - Envelopes
- Page 7 - Federal Prisons Industries, Inc.
- Page 8 - Government Printing Office
- Page 10- Purchases of Blind Made Products
- Page 22- Source of Supply Symbols
- Page 23- Index to Government Sources of Supply

As indicated, purchases under the petty cash procedure shall be made only in case of an emergency or when it is not feasible to secure the desired item or service through requisition to the local PBA office, the Regional Supply Center, ^{1078 255 50} ~~Bureau of Federal Supply~~ ^{WV 8 25} and/or the Services

ADJUTANT GENERAL'S OFFICE

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Dr
Office, Washington, D. C. Even though an emergency does exist, items such as the following (listed by normal source of supply) cannot be procured under the petty cash procedure unless a waiver is secured in advance through the Services ~~Office~~ ^{Division}, CIA or the Regional Supply Center, Bureau of Federal Supply for items normally supplied through that Agency:

(a) Government Printing Office

Standard forms, bound books, pressboard notebooks, stenographers' notebooks, blank books, ruled cards, stock tablets, blank paper, blotting paper, cardboard, newsboard, blue and all types of inks.

(b) Blind Made Products

Corn brooms, chair pads, rubberized fabric mats, pillowcases, towels, mops and mop handles.

(c) Federal Prison Industries

Brooms (other than corn), brushes, canvas goods, castings, wood specialties (such as desk trays), gloves, wood block type mats, metal specialties and laundry service.

(d) Bureau of Federal Supply

Electric lamps (bulbs), vacuum cleaners and repair parts, offset duplicating supplies, paper drinking cups and dispensers, machine tools, small machines and accessories and parts, some periodicals and lawbooks, v-beltting, floor coverings, purchase and rental of microphotographic equipment, spark plugs, heavy duty electric storage batteries, tires and tubes, tire chains, gas and oil, fuel oil and kerosene, filing equipment, storage and transfer cases, erasers, copy holders, indexes, typewriter parts and household and quarters furniture.

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(e) Post Office Dept. (Schedule 5)

Printed and plain envelopes.

5. Examples of items and/or services which are obtainable under the petty cash procedure

1. Payment of rental of Post Office Boxes.
2. Payment in connection with unpacking, uncrating and local transportation of supplies and equipment received in Field offices.
3. Changing of combinations and repair of safes.
4. Screwdrivers, screws, string, wrapping paper, etc., under \$1.00.
5. Mimeographing, photostating and duplicating services in cases of emergency or where security is involved.
6. Electric cords, sockets, cash boxes, office signs.
7. Maps, directories, newspaper, periodicals, special publications.
8. Camera repairs and official photo supplies and film.
9. Keys and locks.
10. Stenographic services when properly justified.
11. Rental of safety deposit boxes. (when approved by the Physical Security Division, I&S)
12. Rental of conference room when properly justified.
13. Official rubber stamps.
14. Repairs to office machines (except typewriters) and electrical equipment, etc. (when a showing is made that the free service period has expired)

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6. Allotments

If there exists a need for establishing a petty cash purchase procedure, the Field office concerned will supply the Budget Office through appropriate channels, an estimate of monthly requirements in order that appropriate allotments and obligations of funds may be established.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Captain, USN
Executive

Concur

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Concur. if maximum amount per transaction is raised to \$25 (see paragraph 4)

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Chief, Contact B.

\$10.00 per item with \$75.00 monthly total should not be questioned by BRO

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145 ~~2~~ ✓
Adm. Staff. 4 ✓
Fiscal Dir. ~~8~~ ✓
Services Provisioning ✓

Contact Dir. ✓
17 ✓

Budget Officer ✓
Personnel Officer ✓
Mot. Officer ✓
~~Det.~~ ✓
Director ✓ → DCI (1)
COPS ✓
Legal ✓

RESTRICTED

STATINTL
STATINTL*Office Memorandum • UNIT*

GOVERNMENT

TO : Management Officer

FROM : Deputy Budget Officer

SUBJECT: Revision of vouchered petty cash procedure

DATE: 5 October 1949

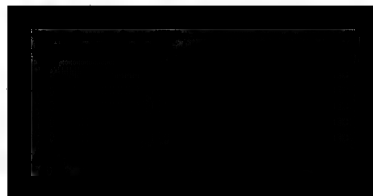
1. There is attached a revision of the unnumbered memorandum dated 20 December 1948 which proposes certain changes in the vouchered petty cash procedure and integrates the instruction in the regular number of Administrative Instruction series of the Agency.

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2. It will be noted that concurrence has been obtained from the Contact Branch, [REDACTED] Fiscal Division and the Services Officer. A copy of the memorandum of 23 September 1949 from the Services Officer is attached.

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3. It will be appreciated if you will take the necessary action to issue the instruction in the appropriate series of numbers at your earliest convenience.



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Office Memorandum • UNITED STATES GOVERNMENT

TO : Budget Officer

DATE: 23 September 1949

FROM : Services Officer

SUBJECT: Attached Proposed Revision of Vouchered Petty Cash Procedure -
Continental U. S.

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1. It is recommended that the limitation on petty cash purchases be increased for each purchase from \$10.00 to either \$15.00 or \$20.00 and that total expenditure for any one month not exceed \$75.00. This is suggested due to the fact that previous requests received from [redacted] offices for petty cash purchases amounted to approximately \$15.00, more or less, and it is felt that the cost involved in cabling and forwarding telegrams can be saved by this slight increase in monetary limitations.

2. It is suggested that the items listed which can be procured through the Bureau of Federal Supply be deleted and that any action taken by [redacted] personnel with respect to purchases of such items be cleared through the Bureau of Federal Supply. A statement to that effect can be incorporated in said procedure.

STATINTL

VOUCHER FOR AUTHORIZED PETTY PURCHASES

1 9 4 5
General Regulations No. 103

General Accounting Office
Office of the Comptroller General
of the United States
Washington 25, D. C., May 2, 1945.

1. In order to provide a uniform and economical method of effecting payment for authorized petty purchases made by Federal officials and employees duly authorized to make such purchases for official purposes, and to reduce the number of separate vouchers now being prepared covering such purchases, the following procedure and standard forms are hereby prescribed for general use throughout the Government service:

Standard Form No. 1129 - Voucher For Petty Purchases
(Original, printed on white
paper - size 8½ by 11
inches)

Standard Form No. 1129a - Same as above
(Memorandum copy, printed
on yellow paper)

Standard Form No. 1129b - Voucher For Petty Purchases -
Continuation Sheet
(Original, printed on
white paper)

Standard Form No. 1129c - Same as above
(Memorandum copy, printed
on yellow paper)

2. The columnar headings of the forms have been so arranged as to permit their use when foreign currency is involved, and when so used the value of the purchases may be shown in United States dollars in the aggregate for all purchases made at the same conversion rate, thus making unnecessary the showing of the exchange rate for each purchase.

3. All petty expenditures by an employee authorized to incur such expenditures shall be listed on the reverse of the Standard Form No. 1129, and the continuation sheet if necessary. Each item listed should be supported by an original bill or invoice of the dealer, or by receipt on Standard Form No. 1012d-Revised, Receipt For Cash-Subvoucher, when cash purchases are for \$1 or more (and lesser amounts if receipts are convenient to secure), or other form of payment evidence. Receipts shall be consecutively numbered as subvouchers.

- 2 -

and securely attached at the specified place in the upper left corner of the voucher form. When the required receipted bills or invoices (subvouchers) are not attached, a statement of the circumstances which rendered their procurement impracticable should be made on the voucher.

4. The original of the voucher, supported by receipts where applicable, shall be certified by the said employee to whom payment is to be made and by the authorized certifying officer. If proper, such vouchers will be transmitted to the disbursing officer and included in his accounts.

5. All departments and establishments for which special forms were prescribed by this office for use in connection with petty purchases shall continue to use such forms until the present supply is exhausted, provided, that after receipt of these regulations the following administrative certificate of approval shall be written, typed, or otherwise placed on the face of each voucher submitted for payment:

"Pursuant to authority vested in me, I certify that the account is correct and proper for payment."


6. In the interest of economy, the continuation sheets of the special forms now in stock for use in connection with petty purchases should be used in conjunction with the new standard voucher form until the supply of such old forms also is exhausted.

7. Upon receipt of these regulations each department and establishment is requested to make requisition at once upon the Public Printer for a supply of standard forms herein approved which it is estimated will be required for its service. In so doing, it is understood and agreed by said departments and establishments that they thereby consent to the plan of combining all the requisitions submitted and printing the total thereof in one edition to be delivered to the respective departments and establishments, or placed in stock at the Government Printing Office, subject to their order, or partly delivered and partly placed in stock, as the case may be, and that they authorize the Public Printer to prorate the cost of printing and to render bill against each department and establishment for its proportionate share on the basis of the number of forms ordered by it.

LINDSAY C. WARREN

Comptroller General
of the United States

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CIA ADMINISTRATIVE INSTRUCTION NO . 

THIS ADMINISTRATIVE INSTRUCTION IS

RESTRICTED AND WE WILL NOT RECEIVE A COPY.

R E S T R I C T E DCENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

2 November 1949

SUBJECT: Vouchered Petty Cash Procedure - Continental United States

REFERENCE: General Regulation 103, General Accounting Office, 2 May 1945.

RESCISSION: Unnumbered memorandum, dated 20 December 1948, from Budget and Finance Branch covering "Vouchered Petty Cash Procedure".

1. Authorization

Expenditure by direct purchase shall be made only in case of an emergency or when it is not feasible to effect procurement through normal channels. No advance of petty cash funds will be made to [REDACTED] offices. Such purchases must be financed from personal funds.

STATINTL

2. Designation

The Chief of each [REDACTED] office concerned shall designate, in writing, one employee of his office to make petty purchases, should the need arise. The designation shall be prepared in triplicate and a signed copy attached to the first original voucher and memorandum copy thereof submitted under such designation.

STATINTL

3. Preparation and Transmittal of Vouchers

The original voucher signed by the payee (with signature of Chief or Acting Chief of the [REDACTED] office in the space marked "Immediate Supervising Official") and memorandum copy thereof shall be forwarded with proper attachments, through channels, to the Fiscal Division, Administrative Staff, for payment. The voucher should show the payee's address as: "200 Central Building, 2430 E. Street, N. W., Washington 25, D.C." All petty cash vouchers shall be processed for payment at the close of the month during which submitted.

STATINTL

4. Regulations and Restrictions

a. A maximum amount of \$20.00 per transaction shall not be exceeded, and the total monthly expenditures shall not exceed \$75.00. The Services Division, Administrative Staff, is authorized to approve exceptions to the limitation, upon receipt, through [REDACTED], of a properly supported request.

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R E S T R I C T E D

R E S T R I C T E D

b. The Federal Supply Schedule Index lists restrictions that exist in connection with Federal procurement. Particular attention is invited to the following:

- Page 7 - Post Office Department - Envelopes
- Page 7 - Federal Prisons Industries, Inc.
- Page 8 - Government Printing Office
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- Page 22 - Source of Supply Symbols
- Page 23 - Index to Government Sources of Supply

c. Even though an emergency does exist, items such as the following (listed by normal source of supply) cannot be procured under the petty cash procedure unless a waiver is secured in advance through the Services Division, Administrative Staff, or the Regional Supply Center, Bureau of Federal Supply for items normally supplied through that Agency:

(1) Government Printing Office

Standard forms, bound books, pressboard notebooks, stenographers' notebooks, blank books, ruled card, stock tablets, blank paper, blotting paper, card-board, newsboard, blue and all types of inks.

(2) Blind Made Products

Corn brooms, chair pads, rubberized fabric mats, pillowcases, towels, mops and mop handles.

(3) Federal Prison Industries

Brooms (other than corn), brushes, canvas goods, castings, wood specialties (such as desk trays), gloves, wood block type mats, metal specialties and laundry service.

(4) Bureau of Federal Supply

Electric lamps (bulbs), vacuum cleaners and repair parts, offset duplicating supplies, paper drinking cups and dispensers, machine tools, small machines and accessories and parts, some periodicals and lawbooks, v-beltting, floor coverings, purchase and rental of microphotographic equipment, spark plugs, heavy duty electric storage batteries, tires and

-2-

R E S T R I C T E D

R E S T R I C T E D

tubes, tire chains, gas and oil, fuel oil and kerosene, filing equipment, storage and transfer cases, erasers, copy holders, indexes, typewriter parts and household and quarters furniture.

(5) Post Office Department (Schedule 5)

Printed and plain envelopes.

5. Examples of items and/or services which are obtainable under the petty cash procedure

- a. Payment of rental of Post Office Boxes.
- b. Payment in connection with unpacking, uncrating and local transportation of supplies and equipment received in field offices.
- c. Changing of combinations and repair of safes.
- d. Screwdrivers, screws, string, wrapping paper, etc., under \$1.00.
- e. Mimeographing, photostating and duplicating services in cases of emergency or where security is involved.
- f. Electric cords, sockets, cash boxes, office signs.
- g. Maps, directories, newspapers, periodicals, special publications.
- h. Camera repairs and official photo supplies and film.
- i. Keys and locks.
- j. Stenographic services when properly justified.
- k. Rental of safety deposit boxes (when approved by the Physical Security Division, I&S).
- l. Rental of conference room when properly justified.
- m. Official rubber stamps.
- n. Repairs to office machines (except typewriters) and electrical equipment, etc. (when a showing is made that the free service period has expired).

-3-

R E S T R I C T E D

R E S T R I C T E D6. Allotments

If there exists a need for establishing a petty cash purchase procedure, the Assistant Director for Operations will supply the Budget Staff, an estimate of monthly requirements, by [REDACTED] office, in order that appropriate allotments and obligations of funds may be established.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]
Captain, USN //
Executive

DISTRIBUTION: SPECIAL

| | |
|--------------------------------------|-----------|
| Director of Central Intelligence | - 1 |
| Deputy Director | - 1 |
| Executive | - 2 |
| Management Officer | - 3 |
| Budget Officer | - 1 |
| Personnel Director | - 1 |
| Chief, COPS | - 1 |
| General Counsel, Legal Staff | - 1 |
| Chief, Inspection and Security Staff | - 7 |
| Chief, Administrative Staff | - 1 |
| Chief, Fiscal Division | - 8 |
| Chief, Services Division | - 6 |
| Assistant Director, OO | - 1 |
| [REDACTED] | - 9 |
| Chief, Contact Division | - 4 |
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R E S T R I C T E D

FEDERAL SUPPLY SCHEDULE

(Formerly General Schedule of Supplies)

I N D E X

(INCLUDING INDEX TO STOCK CATALOG AND
OTHER GOVERNMENT SOURCES OF SUPPLY)

REVISED TO APRIL 1, 1947

(DESTROY ALL ISSUES OF PRIOR DATE)

PREPARED UNDER DIRECTION OF THE SECRETARY OF THE TREASURY

BY THE

BUREAU OF FEDERAL SUPPLY

WASHINGTON, D. C.



UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1947

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NOTE.—Before ordering or purchasing any articles or supplies from any of the above sources, reference should be made to the applicable schedule, catalog, or list, which may be obtained from the source of supply at the address indicated on page 23.

II

GENERAL CONDITIONS

(Revised January 1, 1947)

Relating to Contracts Included in the Federal Supply Schedule (formerly General Schedule of Supplies)

1. BID OFFER AND ACCEPTANCE. Bids are solicited on the basis that acceptance of the offer to furnish any or all of the articles or services described therein shall constitute a contract between the bidder and the United States Government which will bind the bidder to furnish and deliver the articles or services for which his offer is accepted.

2. BID GUARANTY NOT REQUIRED. Guaranty in support of bids will not be required.

3. SCOPE OF CONTRACT. Supplies will be ordered from time to time in such quantities as may be needed. As it is impossible to determine the precise quantities of different kinds of articles and materials described in the Specifications and Proposals for Supplies that will be required during the contract term, each bidder whose bid is accepted will be obligated to deliver all supplies of the kind contracted for, that may be ordered during the contract term. The statements as to money value of previously reported annual purchases are given for information only, and will not relieve the agencies and activities (as noted in the specifications) of the United States and District of Columbia Governments, for the use of which the contract is made, of the obligation to order from the contractor all articles or services covered by the contract that may, in the judgment of the ordering officers be needed; and shall not relieve the contractor of his obligation to fill all such orders.

4. SPECIFICATIONS AND SAMPLES. The use of the name of a manufacturer, or of any special brand or make, in describing any item contained in the Specifications and Proposals for Supplies, does not restrict bidders to that manufacture or specific article, this means being used simply to indicate the character or quality of the article desired; but the goods on which proposals are submitted must be equal to those referred to. On items for which there are definite specifications the insertion of brand names will be understood to mean that the bid is for furnishing the particular brand instead of the material specified. Such bids will not be considered unless accompanied by a statement that the material proposed to be furnished complies with the specifications. Samples must be furnished as required in the accompanying specifications, and listed in duplicate, on forms enclosed herewith, one copy to be retained by the bidder, the other to be packed with the samples. Samples accompanying an accepted proposal will be retained by the Bureau of Federal Supply during the life of the contract. The right is reserved to retain, for the purpose of testing, any samples submitted with proposals, and no allowance will be made for such samples. Each sample must be plainly marked with the complete letter and number of the item or subitem to which it relates, together with the name of the bidder. Should samples for more than one class of supplies be packed in a single case or package, each class of samples must be placed in a separate compartment, or wrapped together and distinctly marked with the proper class number. Cases or packages containing samples must be plainly marked "Samples," with the name of the bidder on the upper left-hand corner and addressed and forwarded to the Bureau of Federal Supply. All charges for transportation of samples, including cartage, must be prepaid by the bidder, and none will be received unless all charges thereon have been prepaid. Bids will be rejected unless samples required in connection therewith are delivered to the Bureau of Federal Supply prior to the time set for opening of bids. **Proposals must not be enclosed with samples.**

Copies of the Federal or Procurement Division specifications referred to herein are obtainable upon application to the Bureau of Federal Supply.

5. UNIT. The unit, inserted opposite each item indicates the smallest quantity which a contractor will be required to deliver upon a single order, except in cases where a minimum order is stated. All weights are understood to be net unless otherwise stated.

6. DELIVERY. Prices bid must cover delivery to the ordering office in Washington, D. C., and contiguous area, as provided below:

(A) Deliveries in the District of Columbia must be made, at the expense of the contractor, within the doors of the storeroom ("storeroom" is understood to mean that room on the entrance floor of the building in which supplies can be deposited) designated in the order. Deliveries in Prince Georges and Montgomery Counties in Maryland, and the city of Alexandria and Arlington and Fairfax Counties in Virginia, shall be made at the contractor's expense as follows:

(1) Delivery to the door of the specified Government activity by LCL freight or express, on articles for which free store-door delivery is provided by regularly published tariffs on file with the Interstate Commerce Commission or State regulatory body; or, at the discretion of the contractor, by parcel post on mailable articles, or by delivery in the contractor's vehicles.

(2) Delivery to the freight station nearest destination when delivery is not covered under subparagraph (A) (1) above.

(B) Where field services ARE specifically covered by advertisements and proposals for the various classes of supplies, contractors are obligated to honor all orders for such field services for conveyance to destinations under the following conditions, unless otherwise provided in the specifications:

(1) On shipments weighing less than 100 pounds where transportation charges are not greater than to Washington, D. C., the contractor shall pay transportation charges. No freight adjustments are required.

(2) On all shipments other than specified in subparagraph (B) (1) above, the contractor shall deduct from his invoice the transportation charges from his shipping point to Washington, D. C., plus transportation tax, if any, and add the actual cost of transportation to destinations designated by ordering offices, plus transportation tax, if any. Transportation charges will in all cases be based upon the lowest regularly established rates on file with the Interstate Commerce Commission, the United States Maritime Commission, or any State regulatory body, or published by the Post Office Department, and must be supported by paid freight or express receipt or by a statement of parcel post charges, including weight of the shipment.

(3) Subparagraphs (B) (1) and (B) (2) above, will not apply when the contractor stipulates that his Washington delivered price is also applicable for free delivery to any point within the continental limits of the United States, nor will they apply when the contractor stipulates a price f. o. b. factory in addition to the required delivered price to Washington, D. C.

(4) The contractor's shipping point for the purpose of computing transportation charges will be the shipping point named in his bid. In the event alternate shipping points are named by the contractor without qualification as to destination areas to be served by each, freight charges to Washington, D. C., to be deducted from invoices and freight charges to destinations designated by ordering offices to be added to invoices will be computed from the shipping points involving the lowest transportation charges to Washington, D. C., and to designated destinations, respectively.

(C) Where field services ARE NOT specifically covered by advertisements and proposals for the various classifications of supplies, contractors may honor orders from the field services on the same basis as where field services are specifically covered. The contractor agrees that in the event such an order is not acceptable, he will return it to the ordering office within

10 days after receipt, and that failure to so return the order will constitute acceptance thereof, whereupon all provisions of the contract shall apply with respect to such order to the same extent as though received from a field service specifically covered by the contract.

7. TIME OF DELIVERY. The supplies described in the Federal Supply Schedule shall be delivered within the time stated opposite each item or subitem in the accepted proposals. When no time of delivery is stated by the bidder, it is understood and agreed that deliveries are to be made within 10 days after receipt of order.

8. PACKING. For domestic packing, unless otherwise provided in the specifications, articles shall be delivered in suitable trade packages, which shall remain the property of the ordering office. When it is provided that containers are to be returned, it is understood that it shall be at the risk and expense of the contractor.

Where export packing or other special packing is not otherwise specifically provided for, such packing may be provided for in orders for any article, any additional cost thereof to be payable to the contractor. If the contractor, and the ordering activity cannot agree upon the adjustment to be made, the dispute shall be determined in accordance with Article 12 of U. S. Standard Form No. 32, Revised.

9. FORMAL CONTRACT. There shall be a formal contract, signed by each bidder whose proposal is accepted, and by the contracting officer on behalf of the United States of America and the Government of the District of Columbia, which formal contract is to be considered as additional and further evidence of the agreement made by the acceptance of the proposal. Such formal contract shall be executed and returned by the contractor within 10 days after receipt thereof.

10. PATENTS. The contractor shall hold and save the Government, its officers, agents, servants, and employees harmless from liability of any nature or kind, including costs and expenses, for or on account of any patented or unpatented invention, article, or appliance manufactured or used in the performance of the contract, including their use by the Government.

11. ROYALTIES ON PATENTS. The contractor shall promptly furnish the Government with a statement showing amounts charged in the contract price for royalties on patents and listing all persons, partnerships, or corporations to whom payments have been or will be made by the contractor or any of its subcontractors (so far as contractor has belief or information) as royalties in connection with the performance of this contract. Such statement shall include addresses of such payees, amounts paid or payable to each, and shall give in reasonable detail other pertinent facts in explanation of such charges or payments including copies of agreements (if available to contractor) under which such royalties are charged, paid, or payable.

The contractor shall incorporate in subcontracts in connection with the performance of this contract the above paragraph after inserting therein for the word "contractor" suitable words to indicate the "subcontractor."

12. PRICE REDUCTIONS. It is understood and agreed that the ordering office shall receive the benefit of any reduction made to the general public on patented articles which are covered in this proposal at regular commercial prices. Prompt notice of such reduction must be furnished.

13. CATALOG REQUIREMENT. When a bid is based on the prices contained in a catalog or price list, three copies must be forwarded with the proposal, and each must be clearly marked to indicate the item numbers and pages bid upon. Reference to a catalog or price list submitted with a previous year's proposal will not be accepted. In case an award is made on an item for which a catalog or price list is submitted, 200 copies, unless a larger number of copies is specifically requested, identical in every particular with those accompanying proposal, will be required immediately upon notice of award. It is understood and agreed that, provided the bidder [contractor] fails to comply with the requirements of this paragraph within 15 days, the same may be printed by the Government at the bidder's [contractor's] expense. If terms of sale appearing in any catalog or price list on which a bid is based are in conflict with the terms of these Specifications and Proposals for Supplies, the latter shall govern.

14. DISCOUNTS. When discounts are quoted, only a single or flat rate will be considered; for example, instead of 50, 10, and 5 percent, the discount should be stated as 57 1/4 percent. Unless otherwise stated, discounts apply on quantities of one subitem or equivalent.

15. METHOD OF AWARD. The right is reserved to make one award on each subitem or item, or on a group of subitems or items, as may be in the best interests of the Government. Where

samples are required, the price and quality of sample will be taken into consideration in making award.

16. ORAL MODIFICATION INADMISSIBLE. No oral statement of any person shall be allowed in any manner or degree, to modify or otherwise affect the terms of these conditions, the specifications, or the contracts.

17. ADVERTISING OF AWARD PROHIBITED. Successful bidders shall not use awards as a basis for advertising.

18. TRANSMITTAL OF PROPOSAL. Proposals, after being prepared and signed in accordance with conditions herein given, shall be placed in the special envelope provided, which shall be properly sealed, marked on the upper left-hand corner with the name and address of the bidder and class number, and sent by mail, postage prepaid, or delivered personally, to the Treasury Department, Bureau of Federal Supply, Seventh and D Streets SW., Washington, D. C. As openings commence at 10 a. m., proposals, to receive consideration, must reach the Bureau not later than that hour on the date of opening. An addressed envelope, which should be used for mailing, is enclosed herewith.

19. DOMESTIC ORIGIN. Unless otherwise specified by the bidder, it is understood and agreed that only such unmanufactured articles, materials, and supplies as have been mined or produced in the United States, and only such manufactured articles, materials, and supplies as have been manufactured in the United States substantially all from articles, materials, or supplies mined, produced, or manufactured, as the case may be, in the United States shall be delivered pursuant to a contract awarded as a result of this bid.

20. PRICES INCLUSIVE OF TAX. Prices bid herein include any Federal tax heretofore imposed by the Congress which is applicable to the material on this bid. If any sales tax, processing tax, adjustment charge, or other taxes or charges are imposed or changed by the Congress after the date set for the opening of this bid, and made applicable directly upon the production, manufacture, or sale of the supplies covered by this bid, and are paid by the contractor on the articles or supplies herein contracted for, then the prices named in this bid will be increased or decreased accordingly, and any amount due the contractor as a result of such change will be charged to the Government and entered on vouchers (or invoices) as separate items.

21. BID REJECTIONS; DEFAULT. The right is reserved to the contracting officer to reject any and all bids, to waive technical defects, and to accept or reject any part of any bid, if, in his judgment, the interests of the Government shall require it; also the right to declare any contractor in default if, in his opinion, there has been at any time a failure to perform faithfully any of the contract stipulations, or in case of a willful attempt to impose upon the Government articles inferior to those required by the contract; and any action taken by the contracting officer, in pursuance of this latter stipulation, shall not affect or impair any right or claim of the United States to damages for breach of any of the covenants of the contract by the contractor. It is understood and agreed that when a contractor has been declared in default by the contracting officer, thereafter during the remainder of the contract period the several executive departments and other establishments of the Government of the United States may purchase the articles covered by the contract of the defaulting contractor without furnishing said defaulting contractor orders therefor, and that any excess in cost over the original contract price shall be charged to said defaulting contractor and his sureties.

22. INSPECTION AND TEST. Supplies shall be subject to inspection in accordance with the provisions of article 4 of the standard Government form of contract (U. S. Standard Form No. 32, Revised), which reads as follows:

"ARTICLE 4. *Inspection.*—(a) All material and workmanship shall be subject to inspection and test at all times and places and, when practicable, during manufacture. In case any articles are found to be defective in material or workmanship, or otherwise not in conformity with the specification requirements, the Government shall have the right to reject such articles, or require their correction. Rejected articles, and/or articles requiring correction, shall be removed by and at the expense of the contractor promptly after notice so to do. If the contractor fails to promptly remove such articles and to proceed promptly with the replacement and/or correction thereof, the Government may, by contract or otherwise, replace and/or correct such articles and charge to the contractor the excess cost occasioned the Government thereby, or the Government may terminate the right of the contractor to proceed as provided in Article 5 (or in the article entitled "Delays—Liquidated Damages," quoted in paragraph 5 of the Directions, if it is substituted for Article 5) of this contract, the contractor and surety being liable for any damage to the same extent as provided in said Article 5 (or in said substitute article) for terminations thereunder.

"(b) If inspection and test, whether preliminary or final, is made on the premises of the contractor or subcontractor, the contractor shall furnish, without additional charge, all reasonable facilities and assistance for the safe and convenient inspections and tests required by the inspectors in the performance of their duty. All inspections and tests by the Government shall be performed in such a manner as not to unduly delay the work. Special and performance tests shall be as described in the specifications. The Government reserves the right to charge to the contractor any additional cost of inspection and test when articles are not ready at the time inspection is requested by the contractor.

"(c) Final inspection and acceptance of materials and finished articles will be made after delivery, unless otherwise stated. If final inspection is made at a point other than the premises of the contractor or a subcontractor, it shall be at the expense of the Government except for the value of samples used in case of rejection. Final inspection shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud. Final inspection and acceptance or rejection of the materials or supplies shall be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the Government for such materials or supplies as are not in accordance with the specifications. In the event public necessity requires the use of materials or supplies not conforming to the specifications, payment therefor shall be made at a proper reduction in price."

23. WALSH-HEALEY (PUBLIC CONTRACTS) ACT. Any contract awarded pursuant to this proposal will, under the pro-

visions of the Walsh-Healey Act, Public Act No. 840, 74th Congress, as amended, be subject to the representations and stipulations prescribed by the Secretary of Labor under the Act. Copies of these representations and stipulations may be obtained from the Bureau of Federal Supply or the Secretary of Labor.

24. ANTIDISCRIMINATION. The contractor, in performing the work required by this contract, shall not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The contractor shall include in all subcontracts a provision imposing a like obligation on subcontractors.

25. ASSIGNMENT OF CLAIMS. In order to prevent confusion and delays in making payment, no claim or claims for all moneys due or to become due under this contract shall be assigned by the contractor; but it shall be permissible for the contractor to assign separately to a bank, trust company, or other financing institution, including any Federal lending agency, in accordance with the provisions of the Assignment of Claims Act of 1940 (Public Act No. 811, 76th Congress), all moneys due or to become due under any particular purchase order amounting to \$1,000 or more, issued by any department or establishment under the contract. Any such assignment shall be effective only if and when the assignee thereof shall file written notice of the assignment together with a true copy of the instrument of assignment with the officer issuing such purchase order, in addition to complying with the filing requirements set forth in paragraph 4 of the proviso in said Act.

PERFORMANCE AND DEFAULT

Relating to Contracts Included in the Federal Supply Schedule (formerly General Schedule of Supplies)

The following instructions and suggestions are intended to insure uniformity in the enforcement of the performance provisions of Federal Supply Schedule contracts, and supersede instructions contained in Treasury Department circulars No. 46, March 13, 1917, and No. 3, March 29, 1930, revoked May 5, 1945, by the attached circulars:

1. RESPONSIBILITIES. While the Bureau of Federal Supply awards and exercises general supervision over the contracts, it is the responsibility of the departments and establishments whose requirements are included in the contracts to place orders with contractors, make payments and, in the first instance, determine whether performance meets the contract terms. Subject to the provisions of the contracts and the conditions hereinafter stated, ordering offices are accordingly free to deal directly with contractors concerning compliance of performance with the contract terms and may accept or reject supplies, make price adjustments for defective supplies or seek replacements, terminate purchase orders, purchase from other sources and charge the contractor with any resulting excess costs.

2. DEFECTIVE SUPPLIES. Ordering offices may reject defective supplies and seek replacements, or, in the event of public necessity, may use the supplies and pay therefor at a proper reduction in price, or may terminate the right of the contractor to proceed further under the purchase order and place the contractor in default, purchasing the supplies elsewhere against his account.

3. DELAYS. Where the contractor fails to perform within the time required, ordering offices may grant an extension of time or terminate the right of the contractor to proceed further under the purchase order, place the contractor in default, and purchase elsewhere against his account. Should the contractor file a notice that the delay in performance was due to an excusable cause preventing assessment of excess costs under the provisions of the contract, it should be promptly forwarded for consideration to the Purchase Branch, Bureau of Federal Supply, Washington 25, D. C. In the absence of a ruling by the contracting officer of the Bureau of Federal Supply, the Secretary of the Treasury, on appeal, or their authorized representatives, pursuant to such notice that the delay is excusable, the ordering office is free to charge against the contractor any excess costs resulting from the default. When the ordering office is aware

that such a notice has been filed, it may decide to postpone the assessment of excess costs until a ruling is made in order to avoid unnecessary accounting actions.

4. DISPUTES. All disputes concerning questions of fact arising under the contract which cannot satisfactorily be settled between the ordering office and the contractor shall be determined by the contracting officer of the Branch of Federal Supply, the Secretary of the Treasury, on appeal, or their authorized representatives.

5. DEFAULT—ORDERING OFFICE. Before placing a contractor in default, it is suggested that ordering offices notify the contractor in writing, in the purchase order or otherwise, that unless satisfactory performance occurs by a specified date, which should allow a reasonable time for performance, his right to proceed further under the purchase order will be considered terminated and he will be held liable for any excess costs resulting from purchasing the supplies or services elsewhere. Where excess costs are anticipated, the ordering office may likewise decide to withhold sufficient funds due the contractor as offset security. Ordering offices shall endeavor to minimize excess costs to be charged against the contractor and to collect, by check or setoff, excess costs owed. Such collected funds are usually for deposit into the Treasury as miscellaneous receipts.

6. DEFAULT—PROCUREMENT DIVISION. Where ordering offices are notified by the Bureau of Federal Supply that it has placed the contractor in default, ordering offices shall thereafter refuse to accept further performance by the contractor or place further purchase orders with him. Ordering offices shall thereafter purchase against the account of the contractor from replacing contractors designated by the Bureau of Federal Supply or in such other manner as directed by the Bureau of Federal Supply.

7. REPORTS. Ordering offices shall report to the Purchase Branch, Bureau of Federal Supply, Washington 25, D. C., the details concerning all material instances of unsatisfactory performance by contractors, whether or not properly adjusted and settled. Ordering offices shall also report, as may be directed by the Bureau of Federal Supply, all purchases made against the account of a contractor placed in default by the Bureau of Federal Supply.

CLIFTON E. MACK,

JANUARY 1, 1947.

Director, Bureau of Federal Supply.

PLACING ORDERS WITH CONTRACTORS UNDER THE FEDERAL SUPPLY SCHEDULE (FORMERLY GENERAL SCHEDULE OF SUPPLIES)

When a required commodity is listed in the Federal Supply Schedule, the purchase order should be sent direct to the contractor. The article description, the name and address of the contractor, the contract number, and the special contract terms are shown in the Schedule. If a standard purchase order form has been adopted by your agency (see Procurement Division Circular Letter 722), that form should be used.

Before issuing an order to a Federal Supply Schedule contrac-

tor, it is well to review the applicability of the Schedule to your agency. This information appears on the first inside page of each Schedule.

In transcribing the commodity description to the purchase order, it is not usually necessary to repeat every word as it appears in the Schedule. In most cases it is sufficient to show the item number, a brief description to enable the contractor to identify the commodity, and the prices and discount terms.

PARTICIPATING IN BUREAU OF FEDERAL SUPPLY CONSOLIDATED PURCHASING PROGRAMS

The Bureau of Federal Supply is authorized by law (41 Stat. 1341) to obtain estimates of the requirements of other agencies of the Government for commonly used supplies, and to purchase such requirements on a consolidated basis. These activities are known as "consolidated purchasing programs." Details of these consolidated purchasing programs, and the manner of participation therein by the agencies, are stated from time to time in circular letters issued by the Bureau of Federal Supply. These circular letters, and the classes of commodities affected by each, are listed below. These commodities are also included in this index under the source-of-supply symbol "R."

Circular Letter 480 of June 26, 1941; Supplement 1 of October 23, 1941; Supplement 2 of October 30, 1942; and

Supplement 3 of May 7, 1943.—Standard motor vehicle identification tags and shields for Government-owned vehicles.

Circular Letter B-19 of February 15, 1945.—Paper and paperboard.

Circular Letter B-20, Revised, of August 8, 1946.—New motor-propelled vehicles.

Circular Letter B-29 of November 30, 1945.—New electric fans.

Circular Letter B-30 of November 30, 1945.—New domestic mechanical refrigerators.

Circular Letter B-43 of August 15, 1946, and Supplement 1 of October 3, 1946.—New household and quarters furniture.

INFORMATION AND GUIDE TO THE USE OF THE CATALOG FOR ORDERING ITEMS FROM BUREAU OF FEDERAL SUPPLY STOCK

1. Supply Centers of the Bureau of Federal Supply are located at New York, Washington, D. C., Cleveland, Chicago, Atlanta, Fort Worth, Kansas City, Denver, San Francisco, and Seattle. Branch Supply Centers are located in Boston and Los Angeles. The service area map in the Stock Catalog shows each area which generally can be served by freight more quickly or more economically from the Supply Centers located within the area than from any of the other Bureau of Federal Supply Centers. The areas delineated also apply in general to parcel post shipments, although the parcel post zoning system makes it possible to deliver material to a consignee from more than one Supply Center for the same delivery charge.

2. An agency may choose the Supply Center to which it will submit its requisitions and need not follow the service area map, which is presented principally as assistance to requisitioning agencies. Requisitions will be filled by the Supply Center receiving them, regardless of the location of the consignee.

3. Each Supply Center stocks and issues supplies in common or frequent use by Federal agencies located within its service area. Because of varying demands of the Federal agencies in the different service areas, all items are not carried in all Supply Centers.

4. A national catalog listing all the items carried in stock in all Supply Centers has been issued. The catalog also shows each stock number, description, and approximate price. Changes and/or corrections to the catalog will be covered by catalog supplements. Prices quoted in a price list are f. o. b. the Supply Center and are given for encumbrance purposes only as they are subject to change without notice. Each Supply Center periodically issues price lists applicable to its own stock.

5. As stated in Procurement Division¹ circular letter B-28 of November 28, 1945, Supply Centers of the Bureau of Federal Supply distribute the available Federal surplus of items listed in their stock catalog and supplements pursuant to the provisions of War Assets Administration Regulation No. 2 (see pp. 12-16). Compliance by an agency with the Surplus Property Act of 1944 is automatically accomplished through the submission of requisitions for these items to the nearest Supply Center. Unless the agency requisition bears instructions to the contrary, it will be filled, first, from new or unused surplus if available; second, from used surplus if available; and third, from regular stock.

¹ Effective January 1, 1947, all references to the "Procurement Division" shall be deemed to refer to the "Bureau of Federal Supply".

6. (a) There is given below the address to which requests may be sent for copies of the catalog and for price lists of each Supply Center of the Bureau of Federal Supply.

| Supply Center: | Address |
|-----------------------|---|
| Atlanta..... | 44 Broad Street NW., Atlanta 3, Ga. |
| Chicago..... | 226 West Jackson Boulevard, Chicago 6, Ill. |
| Cleveland..... | Fourth Floor, 626 Huron Road, Cleveland 15, Ohio. |
| Denver..... | 1621 Eighteenth Street, Denver 2, Colo. |
| Fort Worth..... | 903 Texas and Pacific Building, Fort Worth 1, Tex. |
| Kansas City..... | 819 East Nineteenth Street, Kansas City 8, Mo. |
| New York..... | 50 Church Street, New York 7, N. Y. |
| San Francisco..... | 15th Floor, Empire Building, 100 McAllister Street, San Francisco 2, Calif. |
| Seattle..... | Room 300, O'Shea Building, 1524 Fifth Avenue, Seattle 1, Wash. |
| Washington, D. C..... | Room 4130, Seventh and D Streets SW., Washington 25, D. C. |

| | |
|-----------------------|---|
| Branch Supply Center: | |
| Boston..... | 55 Tremont Street, Boston 8, Mass. |
| Los Angeles..... | Post Office Box 667, Wilmington, Calif. |

(b) Page 1 of the catalog covers "Information and Guide to the Use of the Catalog." Following the guide will permit each Supply Center to furnish the best service to ordering offices. For convenience, instructions covering the preparation and submission of requisitions or orders for stock are given below.

(1) Pending an agency's adoption of an approved standard purchase order form as provided for in Procurement Division² circular letter No. 722 dated May 29, 1943 (see pp. 17-18), agencies ordering stock may continue to use whatever supply there is on hand of Procurement Division requisition Form No. 7, Revised (Requisition for Procurement Division Stock), or their own requisition forms. Additional copies of Procurement Division requisition Form No. 7, Revised, are no longer available from the Bureau of Federal Supply.

(2) Requisitions or orders are to be submitted in duplicate, one copy of which will be used by the Supply Center as a packing slip and sent with the shipment to the consignee.

(3) Each requisition or order must include the following essential information:

- (aa) The complete title and General Accounting Office symbol numbers of appropriations to be charged. (This should not be confused with agency symbol, cost accounting, or budget objective classification numbers, etc.).
- (bb) The signature of an authorized officer of the requisitioning agency.
- (cc) Explicit shipping instructions to assure delivery to the proper destination. Shipment will be made by the most economical mode of transportation unless otherwise requested by the ordering office. If mailing address of consignee is other than freight or express address shown on the requisition, please show mailing address to which bills of lading, notices, correspondence, etc., should be sent. This can be accomplished by adding "Notify at-----"

(Insert post office address)

(4) Do not forward Government bills of lading with requisitions as the Bureau of Federal Supply will issue its own bills of lading chargeable to the appropriation shown on the requisition on the assumption that all costs are payable therefrom. Where transportation costs are chargeable to separate appropriations, the requisition must so indicate.

(5) Prepare a separate requisition for each destination to which you wish the Bureau of Federal Supply to ship supplies.

(6) In the preparation of requisitions for stock items, always use the exact stock numbers and then use sufficient portions of the article descriptions to adequately identify the items. This will avoid errors due to discrepancies and ambiguities.

(7) List items in numerical and alphabetical order, with double spacing between items.

(8) Give special attention to the listing on the requisition of the "units" and the "number of units" wanted. The number of units ordered multiplied by the unit of issue should equal the quantity of merchandise actually desired, for example:

| Quantity desired, 100 cards: | Number of units | Units |
|-------------------------------|-----------------|-------|
| Correct entry----- | 1 | C |
| Wrong entry----- | 100 | C |
| Quantity desired, 12 pencils: | | |
| Correct entry----- | 1 | dozen |
| Wrong entry----- | 12 | dozen |

In filling requisitions, slight changes in quantities ordered may be made by the Supply Center to permit deliveries in original containers unless the requisition specifically restricts the quantities to be furnished.

(9) Show on the face of each requisition sent to a Supply Center whichever one of the following instructions is appropriate:

Bill by 991 voucher to (name and address of field fiscal office)

or
Bill by transfer and counter warrant

The field fiscal office designated as to be billed by the 991 series of vouchers must be the one which certifies and actually processes them for payment. For an explanation of the 991 voucher and transfer and counter warrant methods of billing, refer to Bureau of Federal Supply circular letter B-18, supplement 4, of September 20, 1945, a copy of which is shown below.

(10) Requisitions or orders for items carried in stock of a Supply Center and correspondence pertaining to orders or shipments are to be sent to the following address of each of the specified centers:

Address to which requisitions and correspondence are to be sent

Supply Center:
New York----- 641 Washington Street, New York 14, N. Y.
Washington, D.C. Stock Control Section, Room 4130, Seventh and D Streets SW., Washington 25, D. C.
Cleveland----- Fourth Floor, 626 Huron Road, Cleveland 15, Ohio.
Chicago----- 1750 Wrightwood Avenue, Chicago 14, Ill.
Atlanta----- Building B-3, Bell Bomber Plant, Post Office Box 354, Marietta, Ga.
Fort Worth----- 515 Pecan Street, Fort Worth 2, Tex.
Kansas City----- 819 East Nineteenth Street, Kansas City 8, Mo.

Address to which requisitions and correspondence are to be sent

Supply Center--Continued.

Denver----- 1621 Eighteenth Street, Denver 2, Colo.
San Francisco---- 650 Fifth Street, San Francisco 7, Calif.
Seattle----- 2400 Fourth Avenue South, Seattle 4, Wash.

Branch Supply Center:

Boston----- 12 Farnsworth Street, Boston 10, Mass.

Los Angeles----- Post Office Box 667, Wilmington, Calif.

7. Perishable items listed under class 56 of the catalogs should be ordered 30 days in advance of requirements for use.

8. Articles ordered from a Supply Center but not available at the time the requisition is filled will be back-ordered or canceled, and information to that effect will be promptly furnished the ordering agency either by notice on the packing slip which accompanies items shipped or by other mailed notice. Every effort is made by the Supply Center to maintain adequate stocks of all items, but if back-ordering is necessary, the articles will be furnished at the earliest possible date.

9. To aid the requisitioning office in checking material received from a Supply Center, a packing slip will accompany each shipment and the carton, box, or package containing the packing slip will be identified by appropriate marking.

10. No return receipt is required by the Bureau of Federal Supply for stock delivered from a Supply Center.

11. In cases where the requisitioning office desires to return material ordered in error or for any other reason, return authorization and shipping instructions must be requested and received from the Supply Center involved prior to the return of the merchandise.

CIRCULAR LETTER B-18 (REVISED)

To: Heads of Departments and Establishments.

From: Clifton E. Mack, Director of Procurement.¹

Subject: Reimbursements to the General Supply Fund--Field Offices.

Authorization has been continued during the fiscal year 1947 for more expeditious payment by certain field offices for supplies and services furnished by the Procurement Division.² The Treasury Department Appropriation Act, 1947 (Pub. Law 518, July 20, 1946) provides in this respect as follows:

That payments covering transactions between the Procurement Division and field offices of other Government agencies whose detailed appropriation or fund accounts are maintained elsewhere than within the District of Columbia, may be made on the basis of itemized vouchers or invoices prepared by the Procurement Division and sent through the appropriate field offices to the disbursing officers for the agencies involved, who are hereby authorized to make payment based (1) upon certification of the Procurement Division, which shall include the specific statement that the vouchers are issued pursuant to and in conformity with purchase orders or requisitions duly executed by the agency billed, and (2) upon approval and certification of such vouchers by the agency billed, which action shall be based upon acceptance of the Procurement Division certification as made, subject to later adjustment if necessary, the responsibility of the certifying officer to be limited to the availability of the funds to be charged. * * *

For accounting use in accomplishing the purposes of the authorization, the Comptroller General has prescribed the following Treasury Department, Procurement Division forms:

Form 991--Voucher for Supplies and Services (original disbursement voucher, white).
Form 991a--Voucher for Supplies and Services (memorandum disbursement voucher, yellow).
Form 991b--Voucher for Supplies and Services (memorandum collections voucher, blue).
Form 991c--Voucher for Supplies and Services (memorandum collections voucher, green).

Forms in the 991 series are similar in most respects to the Standard Form 1080--Revised series of vouchers. However, the 991 series makes provision for a "Differences" statement, which appears to the right of the "Certificate of Billing Office"

¹ Effective January 1, 1947, all references to the "Procurement Division" and to the "Director of Procurement" shall be deemed to refer to the "Bureau of Federal Supply" and to the "Director, Bureau of Federal Supply," respectively.

space. Any agency billed on Form 991 is authorized to make reductions for "Differences" for the following reasons only:

1. To correct errors in computation on invoices or vouchers;
2. To eliminate an invoice which should be sent to a different office for payment;
3. To eliminate an invoice because of insufficient funds in its current allotment.

Invoices eliminated from a voucher for either of the last two reasons shall be returned by the agency billed, with an explanation, to the Procurement Division office originating the voucher. Invoices returned for reason 3 will be resubmitted to the agency for payment out of subsequent allotments.

The forms of the 991 series are to be executed in a manner similar in most part to that outlined in General Accounting Office General Regulations No. 98 of October 7, 1943 (23 Comp. Gen. 998), which pertain to the Standard Form 1080—Revised series of vouchers. However, after verification of the mathematical accuracy of the voucher, the "Certificate of Office Billed" is to be completed on the basis of the certification of the Procurement Division, *even before the supplies or services furnished have been reported as received and accepted.* This will expedite reimbursement to the General Supply Fund of the Procurement Division and will aid in maintaining an available balance in the fund at all times to meet current obligations, thereby making it possible to continue such direct billings in lieu of payment by transfer and counter warrant. *In any case where prompt reimbursements are not accomplished by direct billing, it may be necessary to utilize the transfer and counter warrant method in lieu of the Form 991 method.*

The use of these forms is primarily for the convenience of the paying offices and permits Government agencies which have field offices whose detailed appropriation or fund accounts for these offices are maintained elsewhere than within the District of Columbia to make direct payment through a regional disbursing office for supplies and services furnished to agency field offices by the Procurement Division, thereby eliminating the necessity of having funds available in Washington for payment by transfer and counter warrant. As a result, the accounting for funds under the control of field offices is simplified. The use of the 991 series of vouchers is not mandatory, however, in cases where agencies' accounts have been decentralized.

To effectuate this simplification and to prevent confusion in both the requisitioning agency and in the Procurement Division relative to the type of billing to be used and the identity of the field fiscal office to be billed by Form 991, requisitioning offices must show one of the following instructions, whichever is appro-

priate, on the face of each requisition or purchase order submitted to the Procurement Division:

Bill by 991 voucher to (name and address of field fiscal office)
or
Bill by transfer and counter warrant.

Regardless of the type of billing desired, the symbol and title of the appropriation chargeable must be shown on each requisition and purchase order.

In order to avoid delay in payment by vouchers in the 991 series and the necessity for reversion by the Procurement Division to the use of transfer and counter warrants, the fiscal office to be billed shall be the office certifying the vouchers and actually processing the vouchers for payment. In instances where no fiscal office is specified or if the fiscal office is in the District of Columbia, the Procurement Division will bill the agency by transfer and counter warrant.

Determination may be made subsequent to payment by Form 991 that an agency is entitled to a refund from the Procurement Division, as where material is returned to the Procurement Division after payment therefor has been effected. In such case the Procurement Division will deduct the amount due from a subsequent Form 991 billing the same appropriation and limitation. In the absence of any subsequent billing against which the amount due may be offset, the agency billed may submit to the Procurement Division a Form 1080—Revised to accomplish the necessary refund. In no case will the office billed attempt to make an adjustment for a refund due by using the "Differences" section of Form 991.

Since administrative procedures of certain agencies require the use of more than one copy of Form 991a, the memorandum disbursement voucher, it will be the policy of the Procurement Division to furnish a maximum of two extra copies of the form at each billing, regardless of the number of copies the agency may require for administrative purposes. The extra copies of Form 991a will not be accompanied by copies of the billing invoice.

If an agency submits a requisition on which billing by Form 991 is requested and partial delivery thereon is made (the items not delivered being back-ordered for subsequent delivery), the Procurement Division will not defer billing until the back-ordered items have been shipped but will submit Form 991 covering the partial delivery. Agencies will therefore make payments on Form 991 as issued covering partial deliveries, subject to deductions for "Differences" only in the three cases set forth above.

CLIFTON E. MACK,
Director of Procurement.

POST OFFICE DEPARTMENT

ENVELOPES

1. *Printed* envelopes for use by the departments and independent establishments of the Government in the District of Columbia and *printed* and *plain* envelopes for use by field offices, shall be procured in accordance with the current Award of Contracts for envelopes, schedule No. 5, prepared and issued by the Purchasing Agent, Post Office Department, Washington 25, D. C. (See title 39, United States Code, sec. 355.) Whereas it is believed that the sizes and types of envelopes listed in this schedule should meet the over-all requirements of any department or agency, requisitions for purchase of special

items not listed may be submitted to the Purchasing Agent, Post Office Department, Washington 25, D. C., for consideration.

2. *Plain* envelopes for delivery in the District of Columbia shall be procured from the Government Printing Office, Washington 25, D. C., in accordance with its latest Stock Catalog and Price List. (See title 44, United States Code, sec. 225.)

3. Purchase orders for envelopes are for issuance direct to the contractors shown in the Award of Contracts for Envelopes on the purchase order forms of the ordering agency.

FEDERAL PRISON INDUSTRIES, INC.

DEPARTMENT OF JUSTICE

"The Act of May 27, 1930 (18 U. S. C. 744, a-h), makes it mandatory for all Federal departments, establishments, and independent agencies to procure materials and supplies from the Corporation whenever they are available. The Corporation issues its own Schedule of Products to which reference should be made for availability of materials, supplies, and services. The Schedule also includes the substantive law and rulings as well as detailed instructions for ordering their products.

"The Federal Prison Industries, Inc., was established under the Act of June 23, 1934 (ch. 736, 48 Stat. 1211; 18 U. S. C. 744, i-n), and Executive Order No. 6917 issued thereunder. The duty of the Corporation is to provide employment for inmates of Federal penal and correctional institutions in such diversified forms as will reduce to a minimum competition with private industry and free labor and to afford a maximum opportunity to acquire a knowledge and skill in trades and occupations which will provide the inmates opportunity of earning a livelihood upon release."

The above referred to act of May 27, 1930, and Executive order provide in part as follows:

Act of May 27, 1930: "The several Federal departments and independent establishments and all other Government institutions of the United States shall purchase, at not to exceed current market prices, such products of the industries herein authorized to be carried on as meet their requirements and as may be available * * * (46 Stat. 392; 19 U. S. C. 744g; M. L., 1939, sec. 1936)."

Executive Order No. 6917: "It is hereby ordered that a corporation of the District of Columbia be and is hereby created, said corporation to be named as Federal Prison Industries, Inc. * * * The principal office of said corporation shall be in the City of Washington, District of Columbia, * * * The heads of the several executive departments, independent establishments, and Government-owned and Government-controlled

corporations shall cooperate with the corporation in carrying out its duties and shall purchase, at not to exceed current market prices, the products or services of said industries, to the extent required or permitted by law."

1. The Schedule of Products issued by Federal Prison Industries, Inc., Department of Justice, Washington 25, D. C., indicates in detail the articles available from the Corporation and for which specific clearances are required for purchase from other sources. Articles in Classes 8, 9, 24, 26, 27, 29, 30, 37, 38, 40, 41, 42, 45, 46, 53, 54, 55, 57, 58, 59, 60, 63, 66, 69, 70, 72, and 103 are available and the Schedule of Products should be consulted prior to purchase from other sources.

For identification of the types furnished, see notations in this index and in the Schedule of Products issued by the Federal Prison Industries, Inc., Department of Justice, Washington 25, D. C.

2. **REQUIREMENT FOR PURCHASES.** It is required that all items manufactured by, and all services rendered by, Federal Prison Industries, Inc., be purchased from that agency except where a general or special clearance for the purchase of the items from commercial sources has been granted.

3. **ATTACHING CLEARANCES TO VOUCHERS.** It is to be noted that it is no longer necessary to attach a copy of the clearance to the contract or voucher. Whenever there is a clearance in effect, it is sufficient to make reference on either the contract or the voucher to the clearance number.

4. **PROCEDURE.** In general, purchase orders on the Government agencies' own forms should be forwarded in duplicate, with Government bills of lading, to Federal Prison Industries, Inc., Department of Justice, Washington 25, D. C. Requests for special clearances should also be directed to Federal Prison Industries, Inc., which, in an emergency, will grant telegraphic clearance.

GOVERNMENT PRINTING OFFICE

"GOVERNMENT PRINTING TO BE DONE AT GOVERNMENT PRINTING OFFICE.—All printing, binding, and blank book work for Congress, the Executive office, the judiciary, and every executive department, independent office, and establishment of the Government shall be done at the Government Printing Office, except such classes of work as shall be deemed by the Joint Committee on Printing to be urgent or necessary to have done elsewhere than in the District of Columbia for the exclusive use of any field service outside of said District" (U. S. Code of Laws, title 44, sec. 111).

"The Public Printer is hereby authorized to procure, under direction of the Joint Committee on Printing as provided for in the Act approved January 12, 1895, and furnish, on requisition, paper and envelopes (not including envelopes printed in the course of manufacture) in common use by two or more departments, establishments, or services of the Government in the District of Columbia, and reimbursement therefor shall be made to the Public Printer from appropriations or funds available for such purpose; paper and envelopes so furnished by the Public Printer shall not be procured in any other manner thereafter" (U. S. Code of Laws, p. 1945, sec. 225).

1. REGULATIONS. (a) Every Government purchasing agency in the District of Columbia is requested to furnish promptly to the Public Printer a copy or quarterly report of every order for the purchase of paper and of envelopes not printed in the course of manufacture which are procured from sources other than the Government Printing Office. From the orders and reports, the Public Printer will determine whether such paper and envelopes are in common use by two or more departments, establishments, or services of the Government in the District of Columbia; and, if any item thereof can be furnished by the Public Printer, it will be included in the next printed catalog of the Government Printing Office.

(b) Paper and envelopes not covered by this printed catalog must not be procured commercially for use in the District of Columbia without prior authorization by the Public Printer.

2. BLANK PAPER AND ENVELOPE CATALOG ITEMS, UNITS AND PRICES. (a) The Government Printing Office has adopted the 1,000-sheet unit for all paper. Orders should be placed on the basis of 1,000 sheets instead of the 500-sheet ream basis. The size basis is the same, i. e., 25 by 38 inches for printing papers; 17 by 22 inches for bonds, ledgers, writings, and map papers; 24 by 36 inches for wrapping papers; and 19 by 24 inches for blotting papers.

(b) The substance on the 1,000-sheet unit basis is double that for the 500-sheet ream.

(c) Price per 1,000 sheets are based on cutting to sizes not less than 8 by 10½ inches and banding or wrapping in packages of not less than 500 cut pieces. Prices for cutting to sizes smaller than 8 by 10½ inches and for banding and wrapping in packages of less than 500 cut pieces are quoted in the Blank Paper and Envelope Catalog.

3. STANDARD FORMS AND MISCELLANEOUS SUPPLIES CATALOG ITEMS, PRICES, AND DATA FOR ORDERING. (a) Supplies listed in the Standard Forms and Miscellaneous Supplies Catalog are usually carried in stock, and will be delivered to the departments and independent Government establishments and agencies located in the city of Washington at the prices quoted in the catalog or supplemental price list current at the time the order is filled. Cost of transportation and boxing for delivery outside of the city of Washington will be charged in addition to the prices quoted.

(b) Requests for supplies and standard forms to be supplied from stock on open requisitions or orders should be made on Government Printing Office Form R-2390 (see specimen below), except when additional printing and binding operations are necessary. If any printing and binding operations not provided for in the printed description are required, a new printing and binding requisition (Standard Form No. 1; see specimen on p. 9) must be submitted.

Date _____

U. S. GOVERNMENT PRINTING OFFICE

Order No. _____

Order for Standard Forms or Supplies

Please furnish the _____

with the following Standard Forms or supplies and charge to Open Jacket _____

ORIGINAL
FOR STORES DIVISION
GOV'T PRINTING OFFICE

| FORM No. or PROP. No. | DESCRIPTION | QUANTITY | ESTIMATED COST | REMARKS (Required date or rate of delivery, etc.) |
|-----------------------|-------------|----------|----------------|--|
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Form R-2390

GPO

Deliver to _____

Printing Clerk _____

PRINTING AND BINDING REQUISITION**To the PUBLIC PRINTER—Please cause to be furnished the following work:**

FROM (Department or Government Establishment)

(Bureau or office)

Authorized by (Initials)

Date

APPROPRIATION CHARGEABLE

AUTHORIZED BY (Cite law)

TITLE

FORM No.

QUANTITY (Units of finished product)

FINISHED PRODUCT (Check one)

Other (Specify)

THIS ORDER RIDES (Department)

Requisition No.

Jacket No.

Strap with Req. No.

CLASSIFICATION

PAPER STOCK AND INK

BODY (Text)—Do not use GPO property number

FIRST CHOICE (Grade, color, and basis weight)

SECOND CHOICE (if any) (Grade, color, and basis weight)

COLOR(S) OF INK

COVER

OTHER (Specify)

COMPOSITION—ILLUSTRATIONS

TEXT TYPE (Point) (Face) (Laided or solid)

Fol. lit. DISPLAY TYPE (Face)

TYPE PAGE WIDTH (Picas) (No. of cols.) (Column width)

TYPE PAGE DEPTH Picas, plus bottom, center, or side fold

MACHINE FORM

Setwise value of characters Space between horizontal lines

Does copy show columnar cast in characters?

Yes No

Forms Must Register

MARGINS

Back or Left Right Top Bottom

PICK UP: Plates Nega. illus. From Jacket No. Req. No.

ILLUSTRATIONS (Line cuts) (Half-tones) (Combinations) (Lithos)

MAKE PLATES

MEND PLATES

HOLD (weeks)

TOTAL

Yes No

Yes No

Type illus.

PRESS AND BINDERY SPECIFICATIONS

PRINT

Head Head Head Left Right

PAPER COVERS

RULING

EMBOSS

SIZE FLAT (Inches)

Form, Folder, Pads, Tablets, Set

FOLD TO (Inches)

SIZE OF LEAF (Inches) Blank Book

No. LEAVES

SIZE TRIMMED PAGE (Inches) Printed Books or Pamphlets

No. PAGES

No. Openings

PAGED (Inclusive) Positions

Color of ink

LOOSELEAF

NUMBERED

(Inclusive) Color of ink

PERFORATE (specify if original, duplicate, etc.)

BINDERS, Specify kind

BINDING

Binding Material and Color

SEW

WIRE STITCH (No. of stitches)

PASTE Back Strip

STAMP TITLE

PADS (Tablets) or SETS

(Sheets in Pad) (Sets in Pad) (Sheets in Set)

PUNCH (Shape) (No. of holes) (Diam.)

Inches center to center

(Position)

EYELET

GUIDE CARDS (No. of Cols. 1, 2, 3, etc.)

Positions

INDEX

Tags (Tabs)

EDGE (Color)

CRIMP

SCORE

INTERLEAVE PASTERS GATHERED (Explain)

GUMMED (Explain)

ROUND CORNERS

PROOFS AND DELIVERY

REQUESTED PROOF DATE

PROOFS WANTED (sets)

Dept. will hold proofs (days) SEND PROOF TO—

REQUESTED DELIVERY DATE

PACKAGING

Other (specify)

Unit of Quantity of Finished Product in Package

DELIVER TO:

B/L Furnished by

Information pertaining to furnished material or additional information not covered above

It is certified that this work is authorized by law and necessary to the conduct of the business of the above-mentioned government establishment and the illustrations ordered are necessary and relate entirely to the public business.

Standard Form No. 1—Revised June 1945
Budget Bureau No. 80-R005.

GPO 16-45047-2

(Signed)

(Title)

COMMITTEE ON PURCHASES OF BLIND-MADE PRODUCTS

Under the act of June 25, 1938 (52 Stat. 1196; U. S. C. title 41, sec. 46-48), "all brooms and mops and other suitable commodities" are required to be procured from non-profit-making agencies for the blind in all cases where such articles are available and at the price determined by the Committee on Purchases of Blind-Made Products to be the fair market prices for the article or articles so procured.

The Schedule of Blind-Made Products is prepared under the direction of the Committee on Purchases of Blind-Made Products and issued by the Bureau of Federal Supply, Treasury Department. Copies of this schedule may be obtained, upon request, from the Editorial Section, Bureau of Federal Supply, Treasury Department, Washington 25, D. C.

PROCEDURE FOR PURCHASE

1. Prior to placing orders, departments and establishments will forward requests for allocation in duplicate, addressed in letter form to—

Committee on Purchase of Blind-Made Products,
Bureau of Federal Supply, Treasury Department,
Seventh and D Streets SW.,
Washington 25, D. C.

2. Requirements will be immediately allocated by the National Industries for the Blind, and the ordering office will be notified of the name and location of the agency or agencies designated to manufacture the material.

3. Purchase orders and bills of lading should then be prepared, indicating allocation number, and forwarded directly to the designated agency. If for any reason the purchase order cannot be issued promptly upon receipt of the allocation to the agency to which allocation was made, that agency should be advised when the order will be issued or that it has been canceled.

4. Unless otherwise directed by the Committee on Purchases of Blind-Made Products, prices on any orders shall be those in effect as of date of allocation.

5. It is important that copies of all purchase orders be sent to the National Industries for the Blind, 15 West Sixteenth Street, New York 11, N. Y.

6. Requests for allocation must give the place or places at which delivery is required, in order that allocation may be made to the most advantageously located institutions.

7. Requests must clearly identify the articles desired by reference to the item numbers shown in the schedule, and such additional information as may be necessary to insure delivery of the articles required.

8. The following certification is prescribed for use on invoices submitted to Government offices ordering products from the Schedule of Blind-Made Products:

I certify that the above bill is correct and just; that payment therefor has not been received; that all statutory requirements as to American production and labor standards, and all conditions of purchase applicable to the transactions have been complied with; and that State or local taxes are not included in the amounts billed.

9. *Notice to ordering offices.*—Prices shown are f. o. b. point of manufacture for shipment on Government bill of lading. The point of manufacture will be the location of that agency for the blind to which an order is allocated.

10. In the event that specifications are issued superseding those specified in the schedule, commodities may be furnished in accordance with the current specifications.

11. Prices for articles shown herein provide for commercial packing, which is acceptable to common carriers, and is in accordance with the packing requirements listed in the applicable specification. Special packing for export or other purposes will be furnished at cost.

COMMITTEE ON PURCHASES OF BLIND-MADE PRODUCTS

HERMAN FELDMAN, Chairman, representing the Department of War

M. C. MIGEL, representing the American Foundation for the Blind

CLIFTON E. MACK, representing the Department of the Treasury

JAMES A. STEVENS, representing the Department of the Navy

JAMES SCAMMAHORN, representing the Department of Agriculture

H. B. MCCOY, representing the Department of Commerce

E. E. EISENHART, representing the Department of the Interior

ROBERT LEFEVRE, Secretary

JULIUS SILVERSTEIN, Counsel

DISTRICT OF COLUMBIA GOVERNMENT

INDUSTRIAL PRODUCTS

COMMISSIONERS OF THE DISTRICT OF COLUMBIA
EXECUTIVE OFFICE
WASHINGTON

OCTOBER 3, 1946.

Ordered:

That under the provisions of the District Appropriation Act for the fiscal year ending June 30, 1947, the Commissioners are authorized to sell to the various Departments and Institutions of the District of Columbia and to the Federal Government, industrial products and services of the Workhouse and Reformatory, at fair market prices as determined by the Commissioners. The various departments and institutions of the District of Columbia are hereby directed to place their requisitions with the Purchasing Officer in the regular manner, drawn on the Department of Corrections, for all products or services listed, herein, provided such products or services meet their requirements. Should the quantities specified exceed the amount available, the Purchasing Officer is authorized to waive the furnishing of such items by the Department of Corrections and shall obtain same through the Procurement Division¹ or other regular channels.

Subject to ability to procure materials and also subject to changes in basic commodity costs, the following prices are hereby established, effective October 1, 1946.

BOARD OF COMMISSIONERS, D. C.
JOHN RUSSELL YOUNG
GUY MASON
GORDON R. YOUNG

INSTRUCTIONS

1. INDUSTRIES OPERATED. Brick Plant; Broom, Brush and Mattress Shop; Clothing and Shoe Repair Shop; Foundry;

¹ Effective January 1, 1947, all references to the "Procurement Division" shall be deemed to refer to the "Bureau of Federal Supply."

Laundry; License Plate, Road and Street Sign Shop; Machine Shop; Pattern Shop; Print Shop.

2. SUBMISSION OF ORDERS. It is unnecessary to secure competitive bids on the articles manufactured by the Department of Corrections. District Government Departments will submit requisitions to the Purchasing Officer, D. C. Federal Government Departments will forward orders to the Superintendent of Industries, Department of Corrections, Lorton, Va. Orders should stipulate delivery requirements and be accompanied by detailed drawings and specifications of type and kind of goods desired. When the goods ordered cannot be furnished, a release for commercial purchase shall be given immediately. All orders for delivery outside of Washington, D. C., must be accompanied by Government bills of lading to cover shipment.

Samples of articles manufactured by this Department are on display at the Office of the Director, Department of Corrections, Room 3145, New Municipal Center, Washington 1, D. C.

3. PRICES AND DELIVERIES. The prices fixed herein are set by the Commissioners of the District of Columbia and are based on delivery to departments in Washington, D. C., unless otherwise specified.

The products will be manufactured in strict accordance with specifications of the procuring departments and independent agencies. Reasonable time for delivery should be allowed, but, on special request, deliveries will be expedited. If satisfactory arrangement cannot be made to supply the requirements of any agency, a release for purchase in the open market shall be given.

4. METHOD OF PAYMENT. Vouchers shall be submitted monthly or as soon as delivery has been made, unless specific arrangement is made to the contrary. Payment by departments other than D. C. should be made by regular Government check payable to the Treasurer of the United States and forwarded to the Department of Corrections, Lorton, Va.

Reg. 2

NOV. 27, 1946

WAR ASSETS ADMINISTRATION

[Reg. 2]

PART 8302—DISPOSAL OF SURPLUS PERSONAL PROPERTY TO PRIORITY CLAIMANTS

War Assets Administration Regulation 2, August 19, 1946, as amended through September 19, 1946 (11 F. R. 10035, 11136), entitled "Disposal of Surplus Personal Property to Priority Claimants," is hereby revised and amended as herein set forth. New matter is indicated by underscoring. Order 2, June 7, 1946 (11 F. R. 6455), Order 3, December 15, 1945 (10 F. R. 15217), Order 4, January 10, 1946 (11 F. R. 637), Order 5, March 21, 1946 (11 F. R. 3301), Order 6, July 13, 1946 (11 F. R. 7774), and Order 7, August 14, 1946 (11 F. R. 9036), under this part shall continue in full force and effect.

- Sec.
8302.1 Definitions.
8302.2 Scope.
8302.3 Applicability of regulations and directives of other agencies, and disposals which may be exempted from this part.
8302.4 Set-asides for veterans.
8302.5 Order of priorities.
8302.6 Reservations for priority claimants.
8302.7 Information about available property.
8302.8 Issuance of certificates to veterans.
8302.9 Transfers and disposals to priority claimants.
8302.10 Transfers of surplus standard administrative and maintenance property to the Treasury Department, and acquisition of such property by Government agencies.
8302.11 Fair value.
8302.12 Acquisition by priority claimants without exercising priority.
8302.13 Records and reports.
8302.14 Regulations by disposal agencies to be reported to War Assets Administrator.
Exhibit A Property to be set aside for veterans.

Authority: §§ 8302.1 to 8302.14, inclusive, issued under Surplus Property Act of 1944, as amended (58 Stat. 765, as amended; 50 U. S. C. App. Sup. 1611); Public Law 181, 79th Cong. (59 Stat. 533; 50 U. S. C. App. Sup. 1614a, 1614b); and Executive Order 9689 (11 F. R. 1266).

§ 8302.1 *Definitions*—(a) *Terms defined in act.* Terms not defined in paragraph (b) of this section which are defined in the Surplus Property Act of 1944 shall in this part have the meaning given to them in the act.

(b) *Other terms.* (1) [Deleted Aug. 19, 1946.]
(2) "Standard administrative and maintenance property" means all property from time to time listed in stock catalogues issued by the Procurement Division¹ of the Treasury Department. These catalogues normally include, among other items, office supplies, furniture and equipment, and maintenance operating supplies.

(3) "State and local governments" means any State, territory, or possession of the United States, the District of Columbia, and any political subdivision or instrumentality thereof.

(4) "Own" business or professional or agricultural enterprise of a veteran means one of which more than fifty (50) per cent of the invested capital thereof is beneficially, and not merely nominally or formally, owned by a veteran or veterans, or one of which more than fifty (50) per cent of the net income thereof beneficially, and not merely nominally or formally, accrues to a veteran or veterans. A veteran may be deemed to have his "own business or professional or agricultural enterprise" for the purpose of acquiring particular tools or equipment when he is engaged by others as an employee or agent and is required by his employment to have his own tools or equipment.

(5) "Small business" when used herein means a veteran's own small business and may include any commercial or industrial enterprise or group of enterprises under common ownership or control, which does not at the date of purchase of surplus property hereunder have more than five hundred (500) employees, or any such enterprise which by reason of its relative size and position in its

industry is determined by War Assets Administration to be a small business. The War Assets Administration may in its discretion apply either or both criteria in determining whether or not the veteran's business is a small business.

(6) "Veteran" means any person in the active military or naval service of the United States during the present war, or any person who served in the active military or naval service of the United States on or after September 16, 1940, and prior to the termination of the present war, and who has been discharged or released therefrom under honorable conditions. Veterans "released" from military or naval service shall include persons on terminal leave or final furlough and those whose status has been changed from "active" to "inactive".

§ 8302.2 *Scope.* This part shall apply only to disposals made by disposal agencies within the continental United States, its territories or possessions; *Provided*, That § 8302.10 shall apply only within the continental United States. *This part shall not apply to any disposals of real property; nor to personal property appurtenant to, or assigned for disposal in connection with, real property, and disposed of pursuant to Parts 8305,² 8310,³ 8316,⁴ or 8320.⁵*

§ 8302.3 *Applicability of regulations and directives of other agencies, and disposals which may be exempted from this part.* (a) Transfers to the National Housing Administrator pursuant to the provisions of section 502 (b) of the Lanham Act,⁶ as amended, (Public Law 292, 79th Congress, as amended) may be made without regard for any provisions of this part. Transfers to the Federal Works Administrator pursuant to the provisions of section 504 (a) of the Lanham Act, as amended, (Public Law 697, 79th Congress) may be made without regard for any provisions of this part except those provisions which govern set-asides for veterans and priorities of Government agencies and veterans.

(b) Except for disposals under paragraph (a) of this section, disposals made hereunder shall be subject to applicable regulations and directives issued under the authority of the Veterans' Emergency Housing Act of 1946, or under the authority of any law referred to in section 34 (b) of the Surplus Property Act of 1944 including those issued by the War Production Board, the Civilian Production Administration, the Office of Price Administration, and the Secretary of Agriculture, and shall be exempted from the provisions of this part to the extent necessary to comply with the provisions of such regulations and directives.

(c) Subject to the provisions of paragraphs (a) and (b) of this section, disposal agencies may dispose of surplus property at a fair and reasonable price without regard for any provisions of this part:

(1) Until peace is concluded to supply the needs of the armed forces;

(2) When, upon a finding by the Secretary of Agriculture that farm production is impaired or threatened to be impaired, the Administrator shall, pursuant to the provisions of Part 8303,⁷ direct the disposal of trucks, machinery, or equipment (including farm supplies) to farmers or farmers' cooperatives;

(3) When the property is of such nature or in such situation that its immediate disposal is necessary to prevent its deterioration, spoilage, or serious loss or damage;

(4) When, upon application to the War Assets Administrator by a disposal agency, the Administrator shall find that it is impracticable or uneconomical for the disposal agency to be required to dispose of designated property according to the provisions of this part;

(5) When the nature or condition of any surplus property sold is such that it is not usable or safe for use by the consumer in its existing form without processing, reprocessing, reconditioning, or repackaging;

(6) When the cost (estimated if not known) of all substantially similar items of such property in the possession of the disposal agency at any one location at any one time does not exceed \$300; or when the cost (estimated if not known) of any group of identical items, normally constituting a single entry on War Assets

¹ Reg. 5 (11 F. R. 12717).

² Reg. 10 (11 F. R. 12017).

³ Reg. 10 (11 F. R. 7427, 8361).

⁴ SPA Reg. 20 (11 F. R. 182, 661, 3302, 7431).

⁵ 59 Stat. 674; 42 U. S. C. Sup. V. 1572.

⁶ Reg. 3 (11 F. R. 11136).

⁷ Effective January 1, 1947, all references to the "Procurement Division" shall be deemed to refer to the "Bureau of Federal Supply."

NOTE.—See also preceding pages relating to Bureau of Federal Supply stock.

Administration Form 1001 and in the possession of the disposal agency at any one location at any one time, does not exceed \$100.

§ 8302.4 *Set-asides for veterans.* (a) Except as to the amounts of any property necessary for the temporary use of any disposal agency to carry out its responsibilities in disposing of surplus property under the Surplus Property Act of 1944, each disposal agency to which there is assigned for disposal any property of the types set forth in Exhibit A shall set aside all, or such percentage as is designated in Exhibit A, of such property in its possession for exclusive disposal to veterans for their own personal use, or to enable them to establish or maintain their own small business, professional, or agricultural enterprises. Such property shall be held for disposal at fair value, as provided in § 8302.11, to veterans holding certificates issued pursuant to § 8302.8 for a period of not less than fifteen (15) days after public notice of its availability for such disposal, or for such longer period as the Administrator may direct, and any balance remaining undisposed of thereafter may be made available for disposal in accordance with the other provisions of this part.

(b) In disposing of property to veterans under this section disposal agencies may establish the maximum and minimum quantities which may be acquired by any one veteran at any one time during a given period of time. When the supply of any type of surplus property offered at any time will be insufficient to fill the orders of the eligible veterans, equitable distribution among such veterans may be accomplished (1) in accordance with the date of a certification or registration, or (2) on such other basis as shall be approved upon special application to the Administrator; *Provided*, That in any method adopted there shall be equitable distribution between veterans desiring to acquire property for their own personal use and veterans desiring to acquire it for business, professional, or agricultural use. In giving public notice of availability of any property disposal agencies shall specify the method by which distribution of such property will be made among veterans.

§ 8302.5 *Order of priorities.* Except as to property disposed of under § 8302.4, disposal agencies shall, subject to the provisions of § 8302.6, observe the following order of priorities:

(a) Transfers to Government agencies for their own use shall be given priority over disposals to all others.

(b) Disposals to veterans holding certificates to acquire property to enable them to establish and maintain their own small business, professional, or agricultural enterprises shall be given priority over disposals to all others except as provided in paragraph (a) of this section.

(c) Purchases by Reconstruction Finance Corporation, as successor to Smaller War Plants Corporation, for resale under section 18 (c) of the Surplus Property Act of 1944 shall be given priority over disposals to all others except as provided in paragraphs (a) and (b) of this section.

(d) Disposals to State and local governments for their own use shall be given priority over disposals to all others except as provided in paragraphs (a), (b), and (c) of this section.

§ 8302.6 *Reservations for priority claimants.* (a) In giving effect to the provisions of § 8302.5, disposal agencies shall observe the following requirements with respect to the periods of time during which property will be offered to priority claimants:

(1) Government agencies shall in no case be given a period in excess of twenty days after the date of public notice of availability of the property.

(2) Property offered to veterans may not be disposed of to others for a minimum period of fifteen (15) days after the date of public notice to veterans.

(b) Each disposal agency, based upon experience and demonstrated demand, may estimate the quantity of each item of surplus property which it is necessary to hold in reserve in order to provide an adequate supply thereof to satisfy the probable needs of priority claimants for such item. Such quantities shall be reviewed and adjusted periodically by the disposal agency in the light of the changing requirements of priority claimants and the areas in which such requirements exist. There need be no earmarking of specific property, but the quantities of surplus property so estimated shall be reserved for exclusive disposal to priority claimants subject to the periods specified in paragraph (a). Any property in excess of such reserved quantities may, notwithstanding the provisions of paragraph (a), be disposed of promptly to others.

(c) In order to assist the disposal agencies to reserve quantities of surplus property, pursuant to the provisions of paragraph (b), adequate to satisfy the needs of priority claimants including Reconstruction Finance Corporation as successor to Smaller War Plants Corporation for resale under Section 18 (c) of the Surplus Property Act of 1944, Reconstruction Finance Corporation may advise the disposal agencies from time to time of the quantities and kinds of surplus property which it needs or may

need for such purposes to the end that any reservations established under paragraph (b) of this section may be adequate to supply such anticipated needs.

§ 8302.7 *Information about available property.*—(a) *Availability of records of surplus property; Government requirements officers.* Disposal agencies shall establish procedures to insure that designated representatives or procurement officers of Government agencies and State and local governments shall have access to the information on the property records of the disposal agencies, and shall upon request from time to time inform such representatives or procurement officers about surplus property for which declarations have been received or are anticipated. Each disposal agency shall appoint in its central office and in each regional office thereof a Government requirements officer or officers, whose duties shall include (1) transmitting to Government agencies and State and local governments information concerning surplus property which is or may become available for disposal; (2) assisting in programming sales or offerings in such a manner as to afford Government agencies and State and local governments an opportunity to purchase any and all kinds of property they desire; (3) ascertaining the probable needs for all kinds of property of Government agencies and State and local governments within the region served by each regional office to the end that any reservations established under § 8302.6 (b) may be adequate to supply the probable needs of Government agencies and State and local governments within the region served by the office; (4) cooperating with such advisory committees as the Administrator may appoint; and (5) taking all other necessary or desirable steps to see that all requirements of this part are complied with. It shall be the responsibility of Government agencies, in order to avoid making purchases through commercial channels, continuously to consult the records of the disposal agencies and to determine whether their requirements for all items of property can be satisfied out of surplus property in the hands of the disposal agencies.

(b) *Notice of offering.* Disposal agencies shall give uniform and wide public notice of all offerings to priority claimants and to the extent feasible shall adopt other procedures which will allow priority claimants to receive notice of what surplus property is available or offered for sale within the area in which the offering is made. Government agencies and State and local governments shall also have the right upon request to be put on mailing lists for notices in all cases where such lists are used to offer property for disposal, including mailing lists otherwise reserved to special classes of buyers, unless the disposal agency shall find that the giving of such notices to Government agencies and State and local governments shall for any particular type of property become impracticable, unduly expensive to the Government, or unreasonably burdensome on the facilities of the disposal agency. When paid advertising is used as the method of offering, no other notice need be given to priority claimants. *Public notice to Government agencies may be omitted if actual notice by mail is given to all of them.*

§ 8302.8 *Issuance of certificates to veterans.* (a) *A veteran desiring to acquire property set aside under § 8302.4 or to exercise his priority under § 8302.5 shall apply to any certifying office of War Assets Administration and shall furnish the Administration with complete information regarding the property desired. War Assets Administration will satisfy itself through reference to the applicant's discharge papers or to other satisfactory evidence that the applicant is a veteran. It shall also satisfy itself that the property applied for is to enable the veteran to establish or maintain his own small business, professional, or agricultural enterprise, or in the case of property set aside under § 8302.4 that it is for the veteran's own personal use or for his own small business, professional, or agricultural enterprise. The War Assets Administration shall require of the applicant a supporting statement or affidavit. War Assets Administration will issue an appropriate certificate to such veteran stating that he is a veteran entitled to purchase the types and quantities of the property described therein. No person shall be certified as a veteran for property to be used in more than one small business, professional or agricultural enterprise, but a veteran may be certified for property set aside under § 8302.4 for his own personal use and may also be certified for other property for business, professional, or agricultural use.*

(b) Whenever a disposal agency within the continental United States other than War Assets Administration receives an application from a veteran desiring to acquire property hereunder but not accompanied by a certificate, the application shall be referred to War Assets Administration for certification, together with full information regarding the availability of the property and the price, terms, and conditions of sale.

(c) In the territories and possessions where no office of War Assets Administration is established for the certification of veterans, they may act hereunder by dealing directly with the

appropriate disposal agency, and in such case such disposal agency shall to the extent feasible perform the functions which would be performed by the War Assets Administration in the continental United States under this section.

(d) Each veteran shall present the certificate when acquiring property from a disposal agency, which shall rely upon the certificate that the holder is a veteran entitled to acquire the property described therein in accordance with the terms of the certificate. Veterans shall be entitled to acquire the quantity of property for which they are certified, subject to such equitable distribution among veterans as may be adopted by the disposal agency pursuant to the provisions of § 8302.4(b) or § 8302.9(c), before such property may be made available to lower priority or nonpriority claimants. Special effort shall be made to insure that property available to veterans may be inspected by them. Surplus property may be offered for sale to veterans on credit on terms and conditions established by the disposal agencies.

§ 8302.9 *Transfers and disposals to priority claimants.* (a) Subject to the provisions of § 8302.10 in the case of Government agencies, disposal agencies shall transfer or dispose of surplus property to a priority claimant in quantities not smaller than the smallest lot consistent with commercial practice and at the fair value of such property as provided in § 8302.11. Disposal agencies shall make such transfers of surplus property to a Government agency with out reimbursement or transfer of funds whenever a transfer on such terms by the owning agency by which such property was declared surplus would be authorized by any law approved subsequent to June 21, 1944 to be made to the agency desiring such property. The agency desiring such property without reimbursement or transfer of funds shall pay all transportation charges but not the cost of packing and shall furnish when necessary a Government bill of lading bearing identification of the appropriation against which such transportation charges are to be charged.

(b) Except in the case of transfers to Reconstruction Finance Corporation as successor to Smaller War Plants Corporation for resale under section 18 (e) of the Surplus Property Act of 1944, and disposals to veterans of property to be resold with or without processing or fabrication in the regular course of business, transfers or disposals to priority claimants shall be for their own use only and not for transfer or disposition by them to others, and disposal agencies shall require claimants so to certify. Title to property being acquired by priority pursuant to the provisions of this part shall not be transferred by the disposal agency to any person other than the acquiring priority claimant, except in the case of purchases by Reconstruction Finance Corporation under section 18 (e) of the Surplus Property Act of 1944, and except in the case of purchases by veterans, who may take title either in their own names or in the names of their own business or professional or agricultural enterprises as defined in § 8302.1 (b) (4). The priorities granted pursuant to the provisions of this part may not be assigned or transferred to others. The provisions of this paragraph (b) shall not apply to the exercise of any authority under the Veterans Emergency Housing Act of 1946,⁹ or under the Second War Powers Act of 1942¹⁰ directing disposals to a specified class of purchasers or to specifically named purchasers.

(c) The maximum quantity which should be offered by the disposal agency to any one priority claimant should, to the extent feasible, be a quantity which will assure wide distribution of the available property. Such maximum quantities shall be established in all cases where it reasonably may be expected that the total demand from claimants in a given priority class will exceed the supply offered to them. Maximum quantities shall not be established in a manner which will prevent claimants in a higher priority class from satisfying their legitimate requirements, in order to offer a portion of the property to claimants in a lower class or to nonpriority buyers. No priority claimant shall be denied by reason of location or residence the right to priority during the period of offering to claimants in the same class.

(d) Orders from priority claimants shall be filled from any available surplus property, subject to the provisions of §§ 8302.4, 8302.5 and 8302.6. If no property is available or likely to become available, the disposal agency shall notify the claimant and upon the dispatching of such notification the order shall lapse. Unless the advertising otherwise states, property already advertised for public competitive bids or for sale at auction or for immediate purchase at a fixed time and property specifically selected by a prospective purchaser shall not be considered available. No property shall be offered for disposal to nonpriority claimants unless it has first been offered to priority claimants or necessary provision has been made for reservations for priority claimants in accordance with § 8302.6.

⁹ 60 Stat. 207.

¹⁰ 56 Stat. 176; 50 U. S. C. Sup. IV, App. 631-645a.

§ 8302.10 *Transfers of surplus standard administrative and maintenance property to the Treasury Department and acquisition of such property by Government agencies.* (a) In order to facilitate the transfer of surplus property from one Government agency to other Government agencies for their own use and not for transfer or disposition to others outside the Government, the Treasury Department as the central procurement agency of the Government may acquire from the disposal agencies such quantities of surplus standard administrative and maintenance property as it needs to satisfy the requirements for such property of all Government agencies within the continental United States, other than the War Department, Navy Department, and Veterans Administration, and other than each disposal agency for the types of property for which it is designated as such under Part 8301.¹¹ Government agencies shall cooperate with the Treasury Department in compiling estimates and shall provide the Treasury Department with such information concerning their requirements as it may need in order to promote the fullest utilization of surplus property.

(b) Disposal agencies shall transfer surplus standard administrative and maintenance property to the Treasury Department in accordance with the provisions of § 8302.9 and at a fair value which reflects the estimated expenses to be incurred by the Treasury Department in making distribution to Government agencies, and the Treasury Department shall promptly upon such transfer take possession and assume responsibility for the care, handling, and disposition of such property.

(c) It shall be the responsibility of all such Government agencies, in order to avoid making purchases of such property through commercial channels when such property is available from surplus, continuously to consult the stock catalogues issued by the Procurement Division of the Treasury Department.

(d) Except in cases where transfers may be made without reimbursement or transfer of funds, no Government agency other than the War Department, Navy Department, and Veterans Administration, and other than each disposal agency for the types of property for which it is designated as such under Part 8301, shall within the continental United States acquire by direct transfer from a disposal agency any type of surplus standard administrative or maintenance property which is offered for disposal by the Treasury Department and immediately available for acquisition by such Government agency; *Provided*, That if none of a desired type of property is immediately available for acquisition by a Government agency, such agency may purchase such desired property directly from the disposal agency; and *Provided, further*, That Reconstruction Finance Corporation, as successor to Smaller War Plants Corporation, shall be entitled to acquire any such property from a disposal agency for resale under section 18 (e) of the Surplus Property Act of 1944.

§ 8302.11 *Fair value.* Disposal agencies shall fix the fair value at which property shall be acquired by priority claimants. Such a fair value shall not be greater than the lowest price which is offered to any trade level at the time of acquisition by the priority claimant, or where the fair value is fixed after examining competitive bids, it shall not be greater than the lowest acceptable bid.

§ 8302.12 *Acquisitions by priority claimants without exercising priority.* In addition to acquiring property under §§ 8302.5 and 8302.6, Government agencies, except as to standard administrative and maintenance property desired for their own use, and State and local governments shall be entitled to submit offers whenever surplus property is otherwise offered for sale, without regard for the location of the property, but shall not be entitled to priority. Government agencies may under this section acquire any surplus property (including standard administrative and maintenance property) for transfer or disposition to others, including transfers or dispositions to the United Nations Relief and Rehabilitation Administration. Nothing in this part shall prevent veterans from acquiring any property directly from a disposal agency without exercising priority if they are included within the class of buyers to whom the disposal agency is offering such property. Such purchases made by a priority claimant without priority shall be governed by the prices, terms, and conditions of the offering made by the disposal agency and not pursuant to any other provisions of this part.

§ 8302.13 *Records and reports.* Owning and disposal agencies shall prepare and maintain such records as will show full compliance with the provisions of this part and with the applicable provisions of the act. Reports shall be prepared and filed with the War Assets Administrator in such manner as may be specified by orders issued under this part subject to the approval of the Bureau of the Budget pursuant to the Federal Reports Act of 1942.

¹¹ Reg. (11 F. R. 7990, 10221, 13999).

Office furniture—Continued.

Commodity code
classification

Desk—Stenographers' or typewriter desk, 60", mahogany, oak, or walnut finish, typewriter drop center, right or left side; with or without locks; double or single pedestal..... 90 0507

Desk—Stenographers' or typewriter desk, under 60", mahogany, oak, or walnut finish, double pedestal, with or without lock; typewriter drop center, right or left side; double or single pedestal..... 90 0508

Desk—Stenographers', Victory; approximately 42" x 34", 1 drawer, well for typewriter..... 90 0509

Chairs—Office, non-swivel chairs with arms; all types of backs, arms and legs, including "Bank of England" type; any type of finish..... 90 0510

Chairs—Office, w/o arms, non-swivel; all types of backs and legs; any type of finish..... 90 0511

Chairs—Stenographers' posture; any type of stenographers' chairs with mechanism to adjust back for posture; any type of finish..... 90 0512

Chairs—Stenographers' regular, all types of swivel chairs w/o arms, except posture; any type of finish (not including Victory)..... 90 0513

Chairs—Swivel, plain, with arms, full swivel (metal) tilting; back may be padded, including "Bank of England"; all types of finish..... 90 0514

Chairs—Swivel, no tilt, Victory type with wooden mechanism..... 90 0515

Chairs—"Top" executive, upholstered back, seat, non-swivel or full swivel (metal) tilting with upholstered arms..... 90 0516

Filing cabinets, metal or wood, recommended set-aside 50%, Cabinets, file, vertical, letter, legal,

Office furniture—Continued.

Commodity code
classification

Filing cabinets—Continued.
or cap size, with or without locks, suspension arms; any type of finish:
5-drawer.
4-drawer.
3-drawer.
2-drawer.

Cabinets—file, metal, vertical, letter, legal or cap size, with or without locks, any type of finish..... 90 0521

Cap-size: Inside dimensions: 15 1/4 x 10 1/4 x 26 1/4; with follower block; any type finish.

Letter-size: Inside dimensions: 12 1/4 x 10 1/4 x 26 1/4; with follower block; any type finish.

Cabinets—file, Victory, wooden, vertical, wood slides for drawers, in place of suspension arms; no locks; any type of finish..... 90 0522

Cabinets—steel (used), filing, insulated, record container; one hour fire resisting; with impact and explosion test..... 90 0523

Cap-size: Inside dimensions: 15 1/4 x 10 1/4 x 26 1/4; with follower block; any type finish.

Letter-size: Inside dimensions: 12 1/4 x 10 1/4 x 26 1/4; with follower block; any type finish.

Tables—Conferences; 72" or over, with or without drawers; any type of finish..... 90 0531

Tables—Conference; 60"; with or without drawers; any type of finish..... 90 0532

Tables—36", with or without drawers; any type finish..... 90 0533

Tables—Telephone, top approximately 16" x 22"..... 90 0534

Tables—Typewriter, with or without rollers..... 90 0535

§ 8302.14 Regulations by disposal agencies to be reported to the War Assets Administrator. Each disposal agency shall file with the War Assets Administrator copies of all regulations, orders, and instructions of general applicability which it may issue in furtherance of the provisions, or any of them, of this part. This revision of this part shall become effective November 27, 1940.

NOVEMBER 27, 1946. ROBERT M. LITTLEJOHN,
Administrator.

NOTE.—Table below revised November 27, 1946.

EXHIBIT A

PROPERTY TO BE SET ASIDE FOR VETERANS

(The following items in "O" condition or better shall constitute the veterans' set-aside list.)

| MOTOR VEHICLES | Commodity code classification |
|---|-------------------------------|
| Trucks, amphibian, ¼ ton, 4 x 4..... | 90 1001 |
| Carrier, light cargo (the weasel)..... | 90 1002 |
| Trucks: | |
| "The Jeep," ¼ ton, 4 x 4..... | 90 1003 |
| Carry-all, ¼ ton, 4 x 2..... | 90 1004 |
| Canopy express, ¼ ton, 4 x 2..... | 90 1005 |
| Pick-up, ¼ ton, 4 x 2..... | 90 1006 |
| Panel delivery, ¼ ton, 4 x 2..... | 90 1007 |
| Carry-all, ¼ ton, 4 x 4..... | 90 1008 |
| Command reconnaissance, ¼ ton, 4 x 4..... | 90 1009 |
| Emergency repair, ¼ ton, 4 x 4..... | 90 1010 |
| Panel delivery, ¼ ton, 4 x 4..... | 90 1011 |
| Pick-up, ¼ ton, 4 x 4..... | 90 1012 |
| Radio, ¼ ton, 4 x 4..... | 90 1013 |
| Weapons carrier, ¼ ton, 4 x 4..... | 90 1014 |
| Panel delivery, ¼ ton, 4 x 2..... | 90 1015 |
| Pick-up, ¼ ton, 4 x 2..... | 90 1016 |
| Carry-all, ¼ ton, 4 x 4..... | 90 1017 |
| Command, ¼ ton, 4 x 4..... | 90 1018 |
| Emergency repair, ¼ ton, 4 x 4..... | 90 1019 |
| Light maintenance and installation, ¼ ton, 4 x 4..... | 90 1020 |
| Weapons carrier, ¼ ton, 4 x 4..... | 90 1021 |
| Canopy express, 1 ton, 4 x 2..... | 90 1022 |
| Pick-up, 1 ton, 4 x 2..... | 90 1023 |
| Combination stake and platform, 1½ ton, 4 x 2..... | 90 1024 |
| Cargo, 1½ ton, 4 x 2..... | 90 1025 |
| Canopy express, 1½ ton, 4 x 2..... | 90 1026 |
| Dump, 1½ ton, 4 x 2..... | 90 1027 |
| Panel delivery, 1½ ton, 4 x 2..... | 90 1028 |
| Pick-up, 1½ ton, 4 x 2..... | 90 1029 |
| Bomb service, 1½ ton, 4 x 4..... | 90 1031 |
| Cargo, 1½ ton, 4 x 4..... | 90 1032 |
| Combination stake and platform, 1½ ton, 4 x 4..... | 90 1033 |
| Combination stake and platform, c. o. e., 1½ ton, 4 x 4..... | 90 1034 |
| Dump, 1½ ton, 4 x 4..... | 90 1035 |
| Panel delivery, 1½ ton, 4 x 4..... | 90 1036 |
| Panel delivery, 1½ ton, 4 x 4 (K-51)..... | 90 1037 |
| Ordnance maintenance, 1½ ton-3 ton, 4 x 4..... | 90 1038 |
| Cargo, 2½ ton, 4 x 2..... | 90 1039 |
| Combination stake & platform, 2½ ton, 4 x 2..... | 90 1040 |
| Dump, 2½ ton, 4 x 2..... | 90 1041 |
| Cargo, 2½ ton, 6 x 4..... | 90 1042 |
| Searchlight, c. o. e., 2½ ton, 6 x 4..... | 90 1043 |
| Tractor, 1½ ton, 4 x 2..... | 90 1044 |
| Tractor, 1½ ton, 4 x 4..... | 90 1045 |
| Tractor, 2½ ton, 4 x 2..... | 90 1046 |
| Tractor, c. o. e., 2½ ton, 4 x 4..... | 90 1047 |
| Tractor, 2½ ton, 6 x 4..... | 90 1048 |
| NOTE: Trucks, tractor, Code Numbers 90 1044 through 90 1048 include trucks which are cab and chassis units. | |
| Buses: Sedan, converted, 15-passenger, 4 x 2..... | 90 1075 |
| Car: | |
| Passenger, light, all body types, 4 x 2, includes Crosley, Bantam and others..... | 90 1079 |
| Passenger, medium and heavy, all body types, 4 x 2..... | 90 1080 |
| Station Wagon, including auxiliary ambulance station wagon, 4 x 2..... | 90 1081 |
| Motoreycle, all types, 2 x 1 and 3 x 1..... | 90 1085 |
| Scouter, motor, with or without package carrier, all types..... | 90 1086 |

1 Not less than 10% reserve for veterans set-aside.

Commodity code classification
Motors: Fractional horsepower motors; all fractional h. p. alternating and direct current motors except aircraft type..... 90 3130

MEDICAL AND DENTAL EQUIPMENT AND INSTRUMENTS

Medical equipment:
Electro-cardiographs..... 90 5103
Bnsal metabolator..... 90 5104
Cystoscope..... 90 5105
X-ray medical equipment and accessories:
X-ray, field unit, table unit..... 90 5201
X-ray, field mobile unit..... 90 5202
X-ray, generating equipment:
200 MA generator, plus tilt table..... 90 5203
100 MA generator, plus tilt table..... 90 5204
30 MA mobile unit, office type and field type..... 90 5205
15 MA portable..... 90 5206
Verticle fluoroscope..... 90 5208
Cassette changer..... 90 5209
Large stereoscope..... 90 5210
1 position table for radiography, with Bucky diaphragm..... 90 5211
Physiotherapy equipment; diathermy apparatus, 110-volt, 60-cycle:
1 conventional circuit..... 90 5304
2 crystal control circuit..... 90 5305
Dental equipment and supplies:
Cabinet, dental..... 90 5602
Chairs, dental, operating..... 90 5603
Unit, operating dental:
110-volt, 25-cycle.....
110-volt, 60-cycle.....
110-volt, D. C.....
110-volt, 50-cycle.....
220-volt, 60-cycle.....
Machine, X-ray, dental, shockproof 110- to 220-volt, 60-cycle..... 90 5644

OFFICE MACHINES AND APPLIANCES

Typewriters:
Portable..... 90 6010
Standard..... 90 6020

OFFICE FURNITURE

Office furniture—50% of the inventory items listed below in "O" condition or better shall be offered to veterans.

Desk—"Top" executive, 72" flat top, mahogany, oak, or walnut finish; lock, double pedestal, 4 or 6 legs, 6 or 7 drawers, metal or wood hardware, open or sealed back. (NOTE: The relatively few items are easily distinguished from the regular type desk by the superior hardware, finish and molding, generally has rounded corners and edges, and matched woods)..... 90 6501
Desk—"Top" executive, 66" flat top, mahogany, oak, or walnut finish; lock, double pedestal, 4 or 6 legs, 6 or 7 drawers, metal or wood hardware, open or sealed back. (NOTE: The relatively few items are easily distinguished from the regular type desk by the superior hardware, finish, and molding, generally has rounded corners and edges, and matched woods)..... 90 6502
Desk—Executive or regular, 60" flat top, mahogany, oak, or walnut finish, double pedestal, w/o locks, metal or wood drawer handles, 6 or 7 drawers; veneered sides and top; w/o drawer guides; open or sealed back; double or single..... 90 6503
Desk—Executive or regular, under 60", flat top, mahogany, oak, or walnut finish; double or single pedestal, with or without locks; metal or wood drawer handles, 6 or 7 drawers; veneered sides and top; with or without drawer guides; open or sealed back; single..... 90 6504
Desk—Flat top; Victory; approximately 42 x 34", 2-drawer..... 90 6505
Desk—"Top" stenographic, left or right pedestal, 60" or over, mahogany, oak, or walnut finish, metal or wood hardware, open or sealed back. (NOTE: The relatively few items are easily distinguished from the regular type desk by the superior hardware, finish and molding, generally has rounded corners and edges and matched woods)..... 90 6506

INFORMATION AND SUGGESTIONS RELATING TO INSPECTING AND TESTING

1. The procurement of the items of supplies contained in the index of established Government sources of supply is based on purchase specifications such as Federal specifications, departmental specifications, or other standards recognized by the trade.

2. Failure to inspect or test deliveries, either at destination or at the factory, renders purchase specifications partially ineffective in protecting the Government, providing fair and adequate competition, and giving equitable treatment to all bidders.

3. Therefore, before initiating any procurement action, provision should be made for adequate inspection and, if necessary, testing.

4. All commodities shall be inspected for quality, quantity, and condition before they are permitted to enter the Federal supply system. This applies to commodities manufactured by Government activities as well as commercial producers. Commodities already in the Federal supply system and subject to transfer from one Government activity to another shall be inspected for quantity and condition by the receiving activity. The latter category includes supplies listed in the following publications:

- (a) Government Printing Office
Both catalogs listed in Index
- (b) Bureau of Federal Supply—Treasury Department
Stock Catalog

5. In procuring supplies from any of the other publications listed in the index, adequate provision for inspection and testing should be made at the time of initiating the procurement.

6. Adequate provision for inspection and testing includes the following:

- (a) Identification of specification applicable to contract
- (b) Determination of extent to which inspection or testing is necessary
- (c) Decision as to who will conduct inspection or testing, and location
- (d) Preparation, when necessary, of requests for inspection tests by other Government activity and arrangement for transfer of funds in payment thereof.

7. The specification which is made a part of the contract is easily identified. It is either included in the general description of the item or will be found in a general information section at the beginning or end of the publication.

8. The determination of the extent of inspection or testing is a matter of judgment. The greater the dollar value of the purchase, the greater the justification for larger inspection and testing costs. However, inspection and testing costs may be permitted to run high when compared to material costs in cases where the failure of purchased material may result in excessive loss of time or excessive replacement costs. On the other hand, shortages, exigency, low cost, or other expediency may dictate restricting inspection and testing to quantity and condition. Such limitation of inspection and testing should be well justified, and a definite exception to the general practice.

9. Purchasers are cautioned to include a statement in the purchase order to the effect that material requisitioned therein is subject to inspection. The place of inspection should also be indicated in the order. If the place of inspection is not designated, it will be understood that inspection will take place at the specified point of delivery. If inspection is to take place at the factory, the purchasing activity shall include in its purchase order a statement of the minimum notice it requires in advance of the date of factory inspection. If the inspector is sent to the factory, he may be required to perform any of the following:

- (a) Select samples and send to Government activity for inspection and testing
- (b) Inspect samples at the factory and send to Government laboratory for testing
- (c) Inspect and conduct tests with facilities of the factory.

Federal and departmental specifications provide instructions for the above. Other standards, especially reference to a recognized trade name, do not. In such cases decisions must be made in the light of paragraph 8 above, and the availability of inspection services and testing laboratory services. Assistance in deciding the extent of inspection and testing should be ob-

tained from both the inspection staff and the laboratory staff within the activity itself. If such personnel is not available within the activity, the information may be obtainable from such personnel of other Government activities within the locality.

10. In the event that information is required relative to types of inspection or laboratory services available, it is suggested that the other Government activities be solicited by telephone for such data. Usually contact should be made either with the chief inspection officer or the chief laboratory technician, or both, depending on the type of assistance required. It is essential that all questions of payment for services to be rendered be settled by the departments and establishments involved.

11. During 1944 the Bureau of Federal Supply, Treasury Department, distributed to either the inspection or purchasing activities of most Government agencies a publication entitled "Directory of Inspection Services and Testing Laboratories of the Federal Government." This publication will assist in the location of governmental inspection and testing facilities. When specific information is required, requests for such information should be forwarded to the Bureau of Federal Supply, Treasury Department, Chief of Research and Technical Services Division, Standards Branch, Washington 25, D. C., stating the commodities involved and the type of service (see par. 8) required.

12. The Bureau of Federal Supply will, within the limits of its inspection force and within the vicinity of Washington, D. C., assist an agency if the latter's inspection of material presents difficulties in determining whether the material is in accordance with the applicable specifications and/or samples. The method of disposition of material found to be substandard will be left entirely to the ordering office. However, should such office experience difficulty in obtaining proper adjustment or replacement from a contractor with whom a contract has been made by the Bureau of Federal Supply, the case will be handled by the Bureau of Federal Supply upon request. Copies of all correspondence between ordering office and contractor relating to these cases should accompany the request.

CIRCULAR LETTER NO. 722

To: The heads of all departments and establishments.
Subject: Standardization of purchase order forms.

The regulations hereinafter set forth are issued for the purpose of standardizing purchase order forms used by all departments and establishments in the executive branch of the Government for or in connection with contracts for supplies.

Purchase order forms standardized in accordance with such regulations will also be used as purchase authorities (in lieu of Procurement Division¹ Form No. 1), requisitions for Procurement Division stock (in lieu of Procurement Division Form No. 7),² and request for the transfer of surplus property. When so used they will be addressed to the appropriate office of the Procurement Division as "seller," even though technically the Procurement Division is not a seller as regards transfers, issues, or purchases which it makes to or on behalf of other Government agencies. Any such purchase order so issued to the Procurement Division will be treated as an authorization to issue or purchase the supplies requisitioned in such manner as the Procurement Division deems most appropriate, and as an authorization to the Procurement Division to obligate the cited appropriation of the agency concerned for any purchase made on its behalf, as well as itself obligating such appropriation in cases where issues are made from Procurement Division stock or surplus property. The Procurement Division, however, will not issue used surplus property in response to a purchase order which indicates any method of purchase other than "surplus property transfer," unless the consent of the requisitioning agency is first obtained.

Until a department or establishment has adopted a purchase order form under the regulations hereinafter set forth, it shall

¹ When so used, the certification as to (a) present stock on hand and (b) authority to extend preference ratings, now on the reverse side of Procurement Division Form No. 7, may be back printed, rubber stamped, or attached where required.

² Effective January 1, 1947, all references to the "Procurement Division" and to the "Director of Procurement" shall be deemed to refer to the "Bureau of Federal Supply" and to the "Director, Bureau of Federal Supply," respectively.

not issue purchase orders to the Procurement Division pursuant to the foregoing paragraph but shall continue the use of Procurement Division Forms Nos. 1 and 7. When a standardized purchase order form has been adopted, use of Forms Nos. 1 and 7 for any point of issue for which such purchase order form is to be used shall be discontinued.

It will be noted that the regulations hereinafter set forth are subject to various exceptions, among which is the general one "Except as otherwise authorized by law," at the beginning of section 11.100. One important purpose of that exception is to exclude from the scope of the regulations purchase order forms used for or in connection with contracts entered into under the authority of section 201 of the First War Powers Act, 1941. To the extent that agencies may practically use standardized purchase order forms for or in connection with contracts entered into under the authority of that act; however, they are urged to do so in the interest of uniformity.

A further feature of the regulations that requires explanation is the block in the upper left-hand corner of the form for indication of the "Method of purchase." The method of purchase need not be indicated on the originals of orders issued to commercial sources, but must be indicated on the originals of all orders addressed to the Procurement Division and on all copies of orders transmitted to the Procurement Division under Procurement Division circular letter No. 472. Use of the "Methods of purchase" block as a report form for that purpose has been approved by the Director of the Bureau of the Budget, as the form indicates. The enumerated methods of purchase and the scope of each are as follows:

1. *General Schedule of Supplies.*⁴—Under this method include only purchases made against Treasury Procurement General Schedule of Supplies contracts. Do not include purchases under the Schedule of Blind-Made Products.

2. *Treasury Procurement stock.*—Include requisitions for issue of Treasury Procurement stocks but not applications for transfer of surplus property.

3. *Surplus property transfer.*—Include requests for transfer of surplus property from Treasury Procurement or any other agency.

4. *Advertising (R. S. sec. 3709).*—Include purchases from commercial sources where made after advertising pursuant to section 3709 of the Revised Statutes or any similar law.

5. *War powers negotiation.*—Include purchases from commercial sources without advertising for bids, where made pursuant to authority of the First War Powers Act, 1941, or similar grant of authority. Do not include purchases covered by method 6.

6. *Other exemption from R. S. sec. 3709.*—Include purchases from commercial sources without advertising for bids, where made under usual type of exemption from the advertising requirement of section 3709 of the Revised Statutes (small purchases, exigency purchases, etc.).

7. *Miscellaneous.*—Include all purchase orders issued to the Procurement Division not covered by method 2 or method 3; purchases made from Federal Prison Industries, Inc.; purchases under the Schedule of Blind-Made Products; purchases against contracts made by another agency, such as Navy Department's lubricating oil contracts and Post Office Department's Envelope Schedule, and any other purchases not covered by methods 1 to 6.

The regulations follow:

TITLE 41—PUBLIC CONTRACTS; CHAPTER 1—PROCUREMENT DIVISION; DEPARTMENT OF THE TREASURY, PART 11—STANDARD CONTRACT PROCEDURE

The following subpart is added to the regulations under this part, to effect the standardization of purchase order forms used in the procurement of supplies.

⁴ Effective January 1, 1947, the name of the "General Schedule of Supplies" was changed to the "Federal Supply Schedule."

Subpart—Standardization of Purchase Order Forms¹

Sec. 11.100. *Standardization requirements.*—Except as otherwise authorized by law, by these regulations, or by the Director of Procurement² under section 11.3, purchase order forms used by all departments and establishments in the executive branch of the Government, for or in connection with contracts for supplies, shall conform without deviation to the format set forth and described in sec. 11.101.

Sec. 11.101. *Required format.*—The format of purchase order forms subject to section 11.100 shall be standardized in the following respects:

(a) *Size.*—To be 8" x 10.5" for the body of the form, apart from additions incident to the type of manifolding used, and apart from any other additions removable from copies not for agency use by tearing along perforations.

(b) *Arrangement, spacing, and terminology.*—To be as set forth in attached sample, except that the spaces provided at the bottom of the sample form for "billing or other instructions" and "use of agency when necessary" may be enlarged, if desired, by reducing the space provided in the main block under the headings "Item No.," "Articles or services," "Quantity," "Unit," "Unit price," and "Amount," and except that an additional column may be added to such main block where required.

(c) *Titling.*—In the space below the title "Purchase order" shall be inserted the name of the issuing department or establishment, and also its address in cases where the particular form is to be used for a single point of issue only, omitting in such cases the line dividing the designated space from the space below and also the words "Point of issue."

Sec. 11.102. *Optional features.*—(a) The format to be used is not standardized as to the form number to be assigned, the location and use of copy identification (that is, whether original, duplicate, etc.), the number of copies to be used, the distribution of copies, the type of manifolding (such as strip, fanfold, continuous, or single set), printing on the reverse side of the original or any copy, and instructions or conditions of purchase in addition to those contained in the attached sample form. Those features are left for determination by the using department or establishment.

(b) Any desired material may be printed in the spaces designated in the attached sample as "for use of agency when necessary" and for "billing or other instructions."

Sec. 11.103. *Approval by Director of Procurement.*—To assure the uniformity of purchase order forms as regards the features standardized by these regulations, all proposed forms shall be submitted to the Director of Procurement for approval prior to printing. The Director of Procurement will review proposed forms as to the standardized features only, and his approval will not extend to any feature left optional under these regulations.

Sec. 11.104. *Use in foreign countries not required.*—Purchase order forms for use in foreign countries need not comply with these regulations.

Sec. 11.105. *Existing stocks.*—Except as may be directed by the Director of Procurement, purchase order forms now in use by departments and establishments may be used until stock on hand or in process of printing are exhausted.

CLIFTON E. MACK,
Director of Procurement.

Approved: May 18, 1943.

HERBERT E. GASTON,
Acting Secretary of the Treasury.

¹ Secs. 11.100 to 11.105, inclusive, issued under the authority of sec. 1, Executive Order No. 6166, June 10, 1933 (41 CFR 1.1); subdivision D, secs. 1 and 3, Regulations Governing the Operation of the Branch of Supply, Procurement Division, Treasury Department, approved by the President April 12, 1935 (41 CFR 11.1, 11.3).

² Effective January 1, 1947, all references to the "Procurement Division" and to the "Director of Procurement" shall be deemed to refer to the "Bureau of Federal Supply" and to the "Director, Bureau of Federal Supply," respectively.

| | | | | | |
|--|---|--|------|--------------|--------|
| METHOD OF PURCHASE Form approved Budget Bureau No. 48-R101 | PURCHASE ORDER | This number must appear on all packages and papers relating to this order. <div style="text-align: center; font-size: 2em; margin: 10px 0;">↓</div> | | | |
| Indicate method by number 1. Federal Supply Schedule 2. Bureau of Federal Supply stock 3. Surplus property transfer 4. Advertising (R. S. § 3709) 5. War powers negotiation 6. Other exemptions from R. S. § 3709 7. Miscellaneous (See Bureau of Federal Supply Circular Letter 722.) | Point of issue | Order No. Date | | | |
| Requisition No. Allotment | Appropriation symbol and title | | | | |
| This space reserved for use of agency when necessary | | | | | |
| To S E L E C T | Consignee and destination S H I P T O | | | | |
| Invitation No. | Contract No. | Time for delivery | | | |
| F. o. b. point | | Discount terms | | | |
| Ship via | | Gov't. B/L No. | | | |
| Item No. | Articles or services | Quantity | Unit | Unit price | Amount |
| | | | | | |
| (This space for billing or other instructions) | | | | TOTAL | |
| Signature | | | | | |
| Name | | | | | |
| Title | | | | | |
| For use of agency when necessary | | | | | |

NUMBERS AND TITLES OF CLASSES FOR STORAGE AND ISSUE REPRESENTED IN THE INDEX TO GOVERNMENT SOURCES OF SUPPLY

The classification of items in this Index is determined by that of the Federal Standard Stock Catalog. In the latter, the classification of supply articles is, in the main, based primarily upon similarity of use or application; thus, articles used for the same general purpose, as for example, athletic goods, are grouped in the same class. Secondly, the classification is based upon storage facilities or requirements; articles requiring special storage facilities, such as rubber goods, may be grouped in the same class, although their general use or application may not be the same.

1. **Guns and Gunmounts** (antiaircraft, boat, coast defense, drill, field, machine, main battery, secondary battery, parts, accessories, and tools peculiar to guns and gunmounts).
2. **Small Arms** (bills) (bar gas), line-throwing guns, pistols, revolvers, rifles, parts, accessories, and tools peculiar to small arms.
3. **Underwater Ordnance**: Depth charges; Depth charge track release mechanisms and hydraulic controls; Nets and booms; Torpedoes; Underwater mines; Parts, accessories, tools, and supplies peculiar to underwater ordnance.
4. **Ammunition**: Ammunition details, components, tools and supplies; Bombs (demolition, fire, smoke, etc.); Cartridges, charges, projectiles, shells, etc.; Chemicals (warfare, including projectors and accessories); Demolition equipment (blasting apparatus—caps, detonators, primers, etc.); Land mines; Pyrotechnics (including projectors and accessories); Shipboard ammunition handling equipment.
5. **Flags** (bunting, flags, flagstaffs, flagstaff trucks, pennants, signal shapes, speed-cones).
6. **Navigation and Mooring Aids**: Mooring aids (ground tackle—anchors, anchor chains, anchor grapnels, connecting links, shackles, swivels, etc., excluding manila and wire-rope lines); Navigational aids (buoys (danger, lighted, moored), shore markers, etc.).
7. **Fuel** (kerosene, coal, coke, dust fuels, fuel oil, gas, gasoline, illuminating oils, kerosene, wood, etc.).
8. **Motor Vehicle Parts and Accessories, Bicycles, Tires and Tubes**: Parts and accessories; Motor vehicle parts and accessories, excluding engine parts and accessories (brake linings, bumpers, highway flares, tags (license plate) and holders, windshield wipers, etc.); Tires and tubes, except aircraft (automotive, bicycle, etc.); Tire and tube maintenance and repair equipment (blowout patches, repair kits, tire-pressure gages, valves, and parts).
9. **Boats**.
10. **Gasoline Engines (excluding aircraft), Parts and Accessories**: Gasoline engines, individual units (automotive, commercial, material handling equipment, motorboat, pump, etc.); Gasoline engine parts and accessories (carburetors, fuel pumps, oil filters, oil pumps, water pumps, etc.).
11. **Pumps and Pump Parts** (excluding engine and motor vehicle parts and accessories, fire pumps, pumps peculiar to fire-fighting equipment).
12. **Marine Hardware** (not elsewhere classified): Equipment and accessories (bells and gongs, bathhooks, booms (sail), chests, dead lights, fenders, foghorns, hogging-lines, mats (cargo, collision, etc.), masts, oars, paddles, rat guards, sail hoops, sounding leads, wiper blades (window); Fittings and rigging (airport glasses, arrowheads, figures (numerals and letters), handrails, ladders (ships), mast heels, and eyes and hooks, pins (belaying, hoisting, thwart, etc.), plies (awning, chafing, dock, mast, etc.), plugs (pitch), rings (airport, boat sling, traveler, etc.), rowlocks (oarlocks), shackles and parts, sockets (flagstaff, handrail, hoist, pipe, rope, etc.), steps (mast), swivels, thimbles (manila and wire rope), turnbuckles, etc.); Mine sweeping gear (cable, with fittings, cutters, depressors, diaphragm, multiphase kites, others, paravanes, pendants, stockings, wires (depressor, float, sweep, guide)).
13. **Engine-Room and Fire-Room Fittings, Supplies and Tools** (boiler-tube brushes, cleaning outfits and compounds, gage glasses and shields, oilers and fillers, sponges (loofa-fiber)).
14. **Lubricants** (graphite, greases, oils (cutting, floor, fog, hydraulic, lard, lubricating, neat's-foot, reoil, tempering, transformer, etc.), paraffin).
15. **Electric Cable and Wire, Insulated**.
16. **Wireless Communication Apparatus and Parts**: Wireless communication apparatus (doran, radar, radio, sonar, television, etc., apparatus, including test equipment, accessories and parts); Parts, test equipment and accessories, common to wireless and wire connected communication equipment (batteries (radio), coils, connectors, contacts, fuses, handsets, holders, insulators, microphones, speakers, transformers, etc., fixed and variable resistors and capacitors, excluding those peculiar to power transmission or electric rotating equipment; vacuum tubes and tube sockets (electronic and ballast, all types, regardless of use)).
17. **Electric and Wire Communication Apparatus**: Aerials and meteorological instruments and parts (anemometers, barometers, psychrometers, rain and snow-gages, shofors and supports (wind-instrument), etc.); Drafting instruments and equipment (drawing boards and instruments, protractors, rules (parallel, slide, etc.), T-squares, triangles, etc.); Measuring and testing instruments, excluding electrical measuring instruments (balances, humidity-plugs, laboratory testing equipment (colorimeters), lactometers, manometers, etc.), pyrometers, scales (weighing), thermometers, etc.); Navigational and plotting instruments, equipment and parts (alidades (periscope), azimuths, binnacles, clinometers, compasses, peloruses, sextants, sounding machines, taffrail-logs, etc.); Optical instruments, excluding clinical and laboratory instruments (binoculars, magnifying glasses, microscopes, telescopes, etc.); Photographic equipment, excluding film projectors (blue-printing equipment; cameras—(aerial, gun, motion-picture, still, etc.), developing and printing apparatus, film, paper, etc.); Recording and time indicating instruments and parts (chronometers, clocks, registers (tally), watches, etc.); Surveying instruments, equipment and parts (alidades (plane-table), levels, tapes, chains and reels, transits, tripodes, etc.).
18. **Blocks and Rigging, excluding Marine Rigging**: Blocks (awning, clump ordinary, snatch, sounding and traveler, tackle, etc.); Block parts, etc. (blocks, cheeks, humps, hooks (single, sister, etc.), sheaves, straps, swivel eyes, etc.); Rigging, excluding marine (linesmen's blocks and falls, stages (cleaning and painting), etc.).
19. **Submarine Machinery and Equipment**: Submarine machinery and equipment, excluding diesel engines and parts and storage batteries.
20. **Cordage**: Flax, hemp, jute, oakum, and manufactured cordage articles not elsewhere classified (calking cotton, cloths, clothes stops, cord, halyards, hawsers, lanyards, lashings, lines, ratline, rope, towline, twine, etc.).
21. **Wire and Wire Rope, not Insulated**: Bare wire and wire rope and articles fabricated therefrom, excluding rigging (cable, picture cord, towing hawsers, mooring lines, strands, etc.).
22. **Diving Apparatus, Emergency, Lifesaving, and Rescue Equipment**: Diving and salvage apparatus and equipment not elsewhere classified; Emergency, lifesaving, and rescue equipment, marine (life buoys and preservers, life nets, life rafts, submarine escape apparatus (buoys, lungs), etc.).
23. **Duck, Canvas, and Tentage**: Duck and canvas, and manufactured articles not elsewhere classified (air-windmill ducts and heads, bags, basket inserts and trays (cannas), canopies, covers and paulins, curtains (shower, truck), drop cloths (painters) duck (yardage), sails and sailbags, tents, etc.).
24. **Tobacco Products** (cigars, cigarettes, cigarette holders and papers, cleaners (pipe), lighters and fluid, smoking stands, tobacco, trays (ash), etc.).
25. **Furniture: Household and quarters furniture** (bedsteads, berths, bureaus, chairs, chests of drawers, clothes lockers, dressers, mess benches, sofas, tables, ward robes, etc.); Miscellaneous furniture (barbers' chairs, card tables, mirrors (wall), pulpits, sailmakers' benches, screens (folding), etc.); Office furniture (blackboards, bulletin boards, bookcases, cabinets (filing, stationery, storage), chairs, desks, safes, tables, etc.); Refrigerators, portable.
26. **Dry Goods, Notions, and Floor Coverings**: Bedding and accessories (bedspreads, blankets, covers (mattress, pillow), mattresses, pillows, pillowcases, sheets, etc.); Finished textile articles (bags (grain, sand, etc.), cloths (dish, polishing, table), dollies, napkins, towels, waste (cotton, wool), etc.); Floor coverings (linoleum, shades (window), etc.); Carpets and rugs, curtains, draperies, linoleum, shades (window), etc.); Nets and netting (insect, mosquito, etc.); Notions and findings (buttons, fasteners (slide), pins (safety), thread (cotton, linen, silk), yarn, etc.); Padding and stuffing materials (hair (cattle tail), kapok, wadding, wool (raw), etc.); Yard goods (burial, cloth (billiard, birds-eye, cheese, drill, percale, pyroxylin-coated, rayon, shade, uniform, etc.), ribbon, sheeting, tape, ticking, toweling, webbing, etc.).
27. **Blank forms**.
28. **Toilet Articles** (barbers' supplies, brushes (hair, nail, tooth), combs, cosmetics, dentifrices, facial tissues, paper towels, toilet paper, toiletries, etc.).
29. **Bathroom and Toilet Fixtures** (dispensers (soap, towel, etc.), faucets, fittings, float balls, holders (brush and comb, cranse, soap dish, sponge, toilet paper, toothbrush, tumbler, etc.), lavatories, shower fixtures, sinks, tubs, wall cabinets, wash basins, waste jars, water heaters, etc.).
30. **Lighting Apparatus, Non-Electric** (candles, candlesticks, chimneys and globes, lamps and lanterns (acetylene, gasoline, oil, wax burning) and parts, marine lights (oil burning anchor, running, signal, etc.), tapers (wax), wicks, etc.).
31. **Heat-Insulating Materials and Refractories**: Heat-insulating material (asbestos (cloth, millboard, paper, pipe covering, plaster), cork, corkboard, fibrous glass (batts, blanket, board, pipe covering, tape), hair (buried, felt), magnesia (blocks, pipe covering), lagging, etc.); Fire-surfacing materials (fire brick, fire clay, magnesite, etc.).
32. **Gaskets, Hose and Fittings, Packing, Rubber and Plastics** (Sheet and Strip): Belts and bolting, rubber; Flexible tubing; Gaskets and gasketing material; Hose and hose fittings (air, fire, fuel oil, gas, gasoline, pneumatic, steam, suction, water, etc.); Packing (asbestos, fiber, leather, metallic, rubber, etc.); Plastics (shapes, sheets, strips, excluding electrical insulation and other finished articles); Rubber (channels, edging, sheet, strip, etc.).
33. **Leather** (belting, harness, hides, luggage, saddlery, sole leather, upholstery leather and other manufactured leather articles).
34. **Books, Maps, Periodicals** (books, libraries, maps, newspapers, periodicals, professional and technical publications, excluding instruction manuals, etc., applying to specific equipment).
35. **Music and Musical Instruments** (musical instruments, parts and accessories, phonographs, radio phonographs, records, sheet music, etc.).
36. **Athletic Equipment, Emergency and Safety Apparel**: Athletic and recreational equipment and accessories (fishing gear, games (indoor, outdoor), rule books, sporting goods); Emergency and safety apparel (antiflash eyeshades, aprons (flameproof, leather), asbestos mittens and suits, belts (safety), gas masks and respirators, gas-protection apparel, goggles, guards and shields, protective (face, foot, shin), helmets and shields (welders'), sun glasses, etc.).
37. **Brooms, Brushes, and Mops**: Brooms (push, warehouse, whisk, etc.); Brushes (artists', dusting, etching, molders', paint, scrubbing, sweeping, watchmakers', waxing, wire (hand type), etc.); Mops, mop wringers, squeegees (squeegees), swabs.
38. **Lumber**: Lumber, rough and finished; Wood products not elsewhere classified (boat heading, boxes, crates, cross ties, molding, pallets, piles, pligs, sawdust, etc.).
39. **Machine Tools** (bending rolls, drop hammers, drills, grinders, lathes, milling machines, planers, presses, punches, riveters, rolling machines, saws, shears, etc., parts and accessories).
40. **Hand Tools** (anvils, awls, axes, bars (chisel, crow, pinch, wrecking), bits (screw driver, woodboring), braces, files, hammers, hand drills, handles (striking tool, etc.), hatchets, jacks, knives (linoleum, pocket, putty, scraping, etc.), miter boxes, pliers, punches, saws, shovels, spades and scoops, sponges (cellulose, natural), vises, wrenches, etc.).

42. **General Hardware, excluding Bolts, Nuts, Rivets, Screws, Washers:** Abrasive cloth and paper (cloth (aluminum-oxide, crocus, emery), paper (emery, flint, garnet); Containers and receptacles not elsewhere classified (barrels and kegs (metal), buckets (metal, rubber, wood), cans, drums, pails, etc.); Fencing (wire), netting and screening (cloth, plastic, wire), poultry netting, etc.; General hardware not elsewhere classified (brackets, castors, chains, clamps, fasteners (except slide), handles and pulls (chest, drawer), hasps, hinges, hooks, keys (blank, woodruff), latches, locks, nails, pulleys, springs, staples, tacks, etc.).
43. **Bolts, Nuts, Rivets, Screws, Washers:** Bolts (carriage, eye, machine, plow, stove, stud, tire, toggle, etc.); Nuts (airport, cap (acorn), castellated, jam, lock, wing, etc.); Rivets (bolt, boat, boiler, hose, hull, tap, tubular, etc.); Screws (cap, lag, machine, set, thumb, wood); Washers (lock (shakeproof spring), plate, etc.).
44. **Metal Pipe, Tubes, and Tubing, (non-Flexible):** Pipe (brass, copper, iron, lead, steel, conduit, rigid (enameled, galvanized), soil, water); Tubes (boiler, condenser, fuel-oil heater); Tubing (pressure, structural, voice).
45. **Pipe Fittings:** Cocks, faucets, valves, and parts, excluding fire-extinguisher valves and tire valves (air, oil, steam, water); Gages, excluding tire gages (pressure (air, gas, oil), vacuum, water); Motors (fuel, gas, oil, water); Pipe and tube fittings, metal and composition (adapters, bends, bosses, bushings, caps, connections, couplings, crosses, curves (sanitary), dampeners, elbows, flanges, joints (expansion), locknuts, nipples, nuts, plates, plugs, reducers, sleeves, tees, traps, unions, Y-branches); Pressure lubricating fittings, excluding lubricating equipment.
46. **Metal in Bars, Great Electro-plating and metallizing metals (electro-plating anodes and cathodes, metallizing wire, etc.); Ferro Alloys (ferro-chromium, ferro-manganese, etc.); Metal in bars, ingots, pigs, rods, slabs; ores; welding rods and electrodes.**
47. **Metal in Plates, Sheets, and Strips** (boiler plates, embossing tape, terneplate (cooling lin).
48. **Metal Shapes and Structural** (angles, channels, half-rounds, I-beams, tees).
49. **Camouflaging Equipment** (nets, netting, impregnated strips, etc.).
50. **Foundry Equipment and Supplies:** Foundry Equipment (bags (parting), baths (oil-tempering), chaplets, crucibles (covers, lip, etc.), lifters, runners, riddles, skin gates, sponges (buily), stars (rumbling), tapers (molders)); Foundry Supplies (bentonite, degassers, flasks, flour, fluorspar, ganister, glucose compound, molasses, sand).
51. **Chemicals, Drugs, Gases, Soaps:** Abrasive and polishing compounds and materials (abrasive and polishing compounds, abrasive sand and steel grit, buffing compounds, furniture and metal polishes, jewelers' rouge, valve grinding compounds, etc.); Antifreeze compounds; Biologicals, botanicals, chemicals, culture media, and drugs; Cleaning compounds, soap, and laundry supplies (bleaching agents, bluing, cleaning compounds, cornstarch (industrial), dishwashing compounds, dry cleaning fluids, laundry soap, laundry starch, rifle bore cleaning compounds, soap (cake, paste, powder), typewriter cleaning compounds, etc.); Compressed and liquefied gases and cylinders; Dehydrating agents (silica gel, etc.); Disinfectants, exterminators, and insecticides (liquid, powder, tablets); Dyes (sea markers, textile); Fire-extinguisher charges; Fluxes; Brazing, soldering, welding, etc.); Hydraulic fluids; Photographic and lithographic chemicals.
52. **Paints, Sealers, Varnishes:** Filling, joining and sealing materials (caulking compounds, cement and compounds, pitch, plastic wood, putty, waterproof sealing compounds, etc.); Glues and adhesives; Paints, paint ingredients, and surface conditioning compounds (driers, enamels, lacquers, metal conditioning compounds, paints, paint and varnish removers, pigments, primers, shellac, stains, thinners, varnishes, vehicles (linseed oils, etc.), wood fillers (liquid); Rust preventive and preservative compounds (fire-water-weather resistant compounds, rust preventive compounds (exterior use), wood preservatives, etc.); Waxes (beeswax, carnauba, ceresin, etc.).
53. **Stationery:** Bags (glassine, mailing (cotton), paper); Books, blank (memorandum, note (stenographers'), record); Boxes and cartons, paper (diling, shipping); Drafting room, office and printers' supplies (bands (rubber), brushes (mucilage, paste, typewriter), calendar pads and stands, clips and fasteners, cloth (sensitized, tracing), erasers, ink (drawing, lithographic and printing, numbering-machine, stamp-pad, writing), pencils (carpenters', checking, colored, copying, drawing, general writing, mechanical)); Envelopes (cash-payment, coin (retainer), intra-office, mailing); Filing supplies (binders, folders, guides cards, index cards and tabs, etc.); Paper (blotting, blue-print, brownprint, carbon, computing-machine, cross-section, drawing, mimeograph, stencil, tracing, typewriting, wrapping).
54. **Office Machines and Equipment:** Office machines, parts and accessories (adding, addressing, computing, duplicating (including offset duplicating machines designed primarily for use in non-printing trades), embossing (addressing type), numbering, paper-fastening (tabulating, etc.), machines, cash registers, typewriters, etc.); Office equipment (copy holders, desk trays, pencil sharpeners, time clock stamps, waste paper receptacles, etc.).
55. **Textile Clothing, Knitted Goods** (aprons, bathrobes, bedshirts (hospital), blouses and shirts, coats and overcoats, dresses, nightgowns, overalls, pajamas, suits, sweaters, trousers, underwear, etc.).
56. **Food** (groceries, ice, provisions, subsistence).
57. **Hospital, Laboratory, and Surgical Apparatus:** Dental, medical, and surgical apparatus, instruments, parts, accessories, and supplies; Laboratory and X-ray apparatus, instruments, parts and accessories, excluding balances, electrical quantity instruments, and shop equipment; Mortuary equipment and supplies; Orthopedic appliances (artificial limbs, braces, crutches, etc.).
58. **Railway, Dock and Yard Equipment, including fire fighting apparatus:** Elevators, electric, and parts; Fire-fighting apparatus (fire engines, fire extinguishers and parts, fire trucks, sprinkler heads, etc.); Railway equipment (air brakes and parts, locomotives (electric, fuel, gas, internal combustion, steam), parts, railroad cars (ballast, box, dump, flat, hand and push, passenger-coach, refrigerator, etc.) and parts); Tanks, storage (fuel oil, gasoline, water).
59. **Building Materials, excluding Lumber** (asphalt, brick, cement, glass, granite, gravel, lime, millwork, roofing and roofing material (excluding sheet metal and wooden shingles), sand, stone, tar, terra cotta and concrete pipe, tiling, wallboard, etc.).
60. **Boilers and Engines (Power-Plant, Ship), Parts and Accessories:** Boilers, steam; Engines, large (diesel, gasoline, steam); Fuel-burning equipment and parts (gas burners, oil burners, stokers, etc.).
61. **Gyro Compasses** (gyro compasses, dead reckoning and associated equipment, parts and accessories).
62. **Articles of Special Value** (bullion, coin, currency, precious metals and stones, paintings, religious equipment, statuary, etc.).
63. **Tableware--Barracks, Crews' Mess, Hospital, Hotel, Officers' Mess, Ship-Saloon** (aluminumware, corrosion-resisting steelware, chinaware, drinking fountains (portable) and water coolers, glassware, plasticware, silverware, vacuum bottles and carafes).
64. **Bakeryshop and Kitchen Apparatus and Utensils:** Cooking utensils (fry baskets coffee makers, pans (baking and roasting, fry, sauce), pie plates, pots (bean, sauce, stock); Kitchen and galley utensils (baskets (bread), boards (bread, carving, chopping, pastry), bowls (mixing, wood), boxes and canisters, cleavers, colanders, food carriers, forks, knives, ladles, machines (coffee grinding, foodmixing, meat chopping or grinding, etc.), removers and squeezers, scoops, sifters, spatulas, spoons, strainers, woodenware, etc.).
65. **Ovens, Ranges, Stoves:** Kitchen appliances, heated, parts and accessories (electric coffee makers, percolators and urns, hot plates (with sea rails), steam-jacketed kettles, toasters, waffle irons, etc.); Ovens and ranges (coal, electric, oil, steam, etc.); Stoves, space heating (laundry heaters, space heaters, etc., wood burners).
66. **Machinery and Equipment:** Air conditioning and refrigeration equipment, parts and accessories (air conditioning units and systems, fans (ventilating), refrigeration equipment (non-portable) and systems (electric, gas, kerosene); Coffee roasting and grinding equipment; Construction and road building machinery (breakers (paving), concrete mixers, diggers (clay), pile drivers, rock drills, well-drilling machinery, etc.); Conveyors (belt, chain-bucket, overhead, roller); Dish-washing and dish-sterilizing machines, dough-mixing, kneading and vegetable-peeling machines, etc.; Industrial fan and blower equipment and parts; Laundry and dry cleaning equipment, parts and accessories (drying tumblers, extractors, ironers, starching machines, washers, wringers); Printing presses, parts and accessories (letter presses, lithographic offset, designed primarily for use in printing trades; Textile machinery, parts and accessories (garment shop machines (cloth-cutting, cloth-drilling, sewing), knitting machines, looms, etc.).
67. **Forage, Seeds, Bulbs, Plants:** Bedding for animals (straw, etc.); Bulbs and roots; Flowers; food for animals and fowl (cat and dog food, crushed feed, grain, hay, etc.); Plants, shrubs, and trees; Seeds.
68. **Animals, Fowl, Livestock.**
69. **Vehicles, Animal and Hand Drawn, Parts and Accessories** (carts, dump, garbage, hand, spray, water), shoes (horse, mule), trucks (hand, ice delivery, laundry, library, platform (push type), serving), wagons (delivery, escort), wheels (cart, wagon), wheelbarrows).
70. **Agricultural Implements, Parts and Accessories** (brooders and incubators churns, cultivators, drills, harrows, lifters, plows, etc., fertilizers, hoes, rakes, spades, etc., mowers (hay, lawn), post, hog rings and rings, scythes, shears and trimmers, sprinklers (lawn), etc.).
71. **Badges, Insignia, Medals:** Badges (identification, qualification, etc.); Insignia (brassards (arm bands), buttons, cap ribbons, chevrons, deacomania transfers, decorations, devices (cap, collar, hat), distinguishing marks, rating emblems, service medals, etc.); Medals (awards, service).
72. **Boots, Shoes, Leather and Rubber Clothing:** Boots (leather, rubber); Leather and rubber clothing (parkas, ponchos, raincoats, etc.); Leggings (canvas, leather, spiral (woolen)); Shoes and shoe findings (heels (leather, rubber), insoles, overshoes (arctic, rubber), shoes (children's, men's, women's)).
73. **Caps, Hats, Gloves, Men's and Women's Furnishings.**
74. **Infantry and Landing Force Equipment and Other Technical Ordnance Material not elsewhere classified:** Balloons, kites, etc.; Infantry and landing force equipment (belts (pistol, revolver), bolos, canteens, gas masks and canisters, helmets (combat), haversacks and knapsacks, machetes, scabbards, tents (shelter), etc.); Marine Corps Ordnance equipment; Specialized training aids; Smoke screen generators (chemical); Parts, accessories, tools, and supplies peculiar to technical ordnance material not elsewhere classified.
75. **Diesel Engines (Boat), Parts and Accessories.**
76. **Installation Fittings For Diesel Engines (Boat).**
77. **Bearings:** Antifriction bearings and parts (ball, journal, needle, roller, etc.); Commercial sleeve bearings.
78. **Motorized Equipment** (automobiles, buses, combat vehicles, motorcycles, tractors, trailers, trucks, etc.).
79. **Bridge Components, military** (pontons, trestles, etc.).
80. **Airplanes and Gliders, Complete.**
81. **Airplane Major Structural Spares and Assemblies** (allorons, cabins, cockpit enclosures, fuel tanks, fuselages (complete), wings, etc.).
82. **Airplane Minor Structural Spares and Parts, including all structural parts not specifically designated as major structural parts:** Landing gear and parts (axles, master brake cylinders, shock struts, wheels, etc.); Special airframe tools; Special airplane ground equipment and parts.
83. **Airplane Accessories, Equipment and Parts:** Emergency equipment (emergency kits, life rafts and life raft equipment, parachutes); Fixed equipment (cabin heating and ventilating equipment, cargo tie-down equipment, oxygen breathing equipment, etc.); Fuel system units and parts, except pumps and carburetors (filters, hand primers, screens, strainers, etc.); Hydraulic system units and parts, except pumps (accumulators, filters, hydraulic fluid pressure regulators, etc.); Tires and tubes, airplane; Vacuum and de-icer system units and parts, except pumps (air filters, de-icer boots, oil separators, etc.).
84. **Aircraft Engines, Complete.**
85. **Aircraft Engine Parts, Special Engine Tools and Test Equipment.**
86. **Aircraft Pumps, Carburetion, Ignition, Starting and Electrical Power Supply Systems, Parts, Accessories, Tools and Test Equipment:** Carburetion systems (bleeds, carburetors, diaphragms, jets, regulator resets, turbo superchargers, etc.); Electrical power supply systems (choke boxes, control boxes and panels, cut-outs, generator assemblies and parts, voltage regulators, etc.); Ignition systems; Starting systems (booster coils, breeches, induction vibrators, starter motors, solenoid starting switches, etc.); Pumps (fuel, hydraulic, vacuum).
87. **Aircraft Propeller Systems, Parts, Tools and Test Equipment** (alternators, blades, governors, synchronizers, etc.).
88. **Aircraft Instrument and Automatic Pilots, Parts, Tools and Test Equipment** (accelerometers, altimeters, automatic pilots, drift sights, gyro-horizons, inclinometers, tachometers, transmitters, etc.).
89. **Aircraft Barrier and Arresting Gear, Catapults, and Common Handling Equipment:** Barrier and arresting gear and parts; Catapults; Common handling equipment, for general handling of naval aircraft (emergency starters, energizers, preheaters, quick engine change stands, refueling buoys and cells, crash trucks, work stands and scaffolds, etc.).
90. **Airships, Lighter Than Air, Complete.**
91. **Airships, Lighter Than Air, Major Structural Spares and Assemblies.**
92. **Airships, Lighter Than Air, Minor Structural Spares and Parts.**
93. **Special Aeronautical Training Devices and Parts.**
94. **Aircraft Armament, Aviation Ordnance and Aviation Fire Control Equipment:** Aircraft machine guns; Aircraft power gunnights; Aircraft turrets; Aviation fire control equipment; Aviation ordnance training equipment; Aviation pyrotechnic equipment; Bomb handling equipment; Bomb sights; Continuous feed mechanisms; Gun sights; Skoot equipment; Smoke tank equipment; Target equipment; Parts, accessories, tools, and supplies peculiar to aircraft armament, etc.

95. Fire Control and Ordnance Optical Equipment, Excluding Aviation: Directors, shields and associated equipment; Fire control, radar and associated equipment; Indicating equipment (turret, gun torpedo mount, searchlight, etc.); Optical equipment; Rangefinders, computers, and associated equipment; Target designating equipment; Stable elements; Stable verticals and control panels; Test equipment; Parts, accessories, tools and supplies peculiar to fire control and Ordnance optical equipment.
96. Rockets and Guided Missiles: Guided missiles; Projector charges; Rockets (aircraft, bench barrage, launcher and demolition, target, etc.); Parts, accessories, tools and supplies peculiar to rockets and guided missiles.
97. Ordnance Armor (Armor 3 inches or more in thickness and all armor installed on an Ordnance structure); Armor gratings; Armor tubes; Armored gun and

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98. Special Rehabilitation Clothing for Refugee Populations of Occupied Areas.
101. Electric Service.
102. Telephone and Teletypewriter Service.
103. Miscellaneous Services (correct time, newspaper, printing, recaning chairs, recapping tires, recording and transcription (broadcasting, script writing, talent, etc.), regaining offset duplicating plates, slide film prints, wiping cloth).
104. Exchange Allowance for Typewriters.
105. Gas (Illuminating) Service.
106. Steam Service.

SOURCE OF SUPPLY SYMBOLS

| | Symbol |
|---|--------|
| Federal Supply Schedule. Bureau of Federal Supply, Treasury Department..... | X |
| Consolidated Purchasing Programs. Bureau of Federal Supply, Treasury Department..... | R |
| Stock Catalog. Bureau of Federal Supply, Treasury Department..... | S |
| Schedule of Blind-Made Products. Bureau of Federal Supply, Treasury Department..... | B |
| Schedule of Products Made in Federal Penal and Correctional Institutions. Federal Prison Industries, Inc., Department of Justice..... | J |
| Standard Forms and Miscellaneous Supplies Catalog. Government Printing Office..... | G |
| Blank Paper and Envelopes—Stock Catalog and Price List of the United States Government Printing Office..... | G |
| Schedule of Award of Contracts for Envelopes. Post Office Department..... | P |
| Industrial Products Price List. District of Columbia Government..... | D |
| Lubricating Oils, Contract Bulletin. Navy Department..... | N |

INDEX TO GOVERNMENT SOURCES OF SUPPLY

Introduction

1. This index contains those items of supply and those services required to be obtained from Federal sources of supply or from other sources established by law, and classifies them according to the appropriate Federal Standard Stock Catalog class.
2. The items and services included are those listed as available on April 1, 1947, in any of the following publications:
 - (a) Federal Supply Schedule. Prepared under direction of the Secretary of the Treasury by the Bureau of Federal Supply. Obtainable upon application to the Bureau of Federal Supply, Treasury Department, Washington 25, D. C.
 - (b) Stock Catalog. Prepared under direction of the Secretary of the Treasury by the Bureau of Federal Supply. Obtainable upon application to the Bureau of Federal Supply, Treasury Department, Washington 25, D. C., or to the various Supply Centers.
 - (c) Schedule of Blind-Made Products. Prepared under the direction of Committee on Purchases of Blind-Made Products. Obtainable upon application to the Bureau of Federal Supply, Treasury Department, Washington 25, D. C.
 - (d) Schedule of Products Made by Federal Penal and Correctional Institutions. Obtainable upon application to Federal Prison Industries, Inc., Department of Justice, Washington 25, D. C.
 - (e) Standard Forms and Miscellaneous Supplies Catalog. Obtainable upon application to the Government Printing Office, Washington, D. C.
 - (f) Blank Paper and Envelopes—Stock Catalog and Price List of the United States Government Printing Office. Obtainable upon application to the Government Printing Office, Washington, D. C.
 - (g) Award of Contracts for Envelopes. Prepared and issued by the purchasing agent, Post Office Department. Obtainable upon application to the Post Office Department, Washington 25, D. C.
 - (h) Industrial Products Price List. Obtainable upon application to the Superintendent of Industries, Department of Corrections, District of Columbia Government, Lorton, Va.
 - (i) Lubricating Oils—Contract Bulletin, Lubricating Oils for the Naval Service and other Departments of the Federal Government. Obtainable upon application to the Bureau of Supplies and Accounts, Navy Department, Washington 25, D. C.
3. The sources of supply are indicated by symbol letters which designate those of the above publications which list the items or services. The numbers indicate the class.

NOTE.—Reference should be made to the appropriate publication before issuing purchase orders or requisitions.

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RESTRICTED

20 December 1948

TO : EACH EIB & CONTACT INSTALLATION [REDACTED]
FROM : Budget and Finance Branch
SUBJECT : Vouchered Petty Cash Procedure - Effective 1 January 1949

STATINTL

There are attached Regulations 103, issued by the General Accounting Office on 2 May 1945, relating to official petty purchases, a supply of Standard Forms Nos. 1129, 1129a, 1129b, 1129c, prescribed for use in connection with the regulation, and the Federal Supply Schedule Index. General Regulations No. 103 appears to be sufficiently clear so that it need not be supplemented by additional detailed information with respect to the contents thereof; however, from an Agency policy viewpoint, it is necessary that the following procedure be adopted:

1. Authorization

Expenditure by direct purchase shall be made under the regulation only in case of an emergency or when it is not feasible to effect procurement through normal channels. No advance of petty cash funds will be made to [REDACTED] offices, such purchases must be financed from personal funds.

STATINTL

2. Designation

The Chief, or Acting Chief of each [REDACTED] office shall designate, in writing, one employee of his office to make petty purchases, should the need arise. Where the Contact [REDACTED] office is giving administrative support to the local EIB office, only the Contact office is authorized to make designations and submit vouchers. Adjustment of funds will be made by the Budget and Finance Branch, where necessary. Only one employee may be authorized to carry out this function; however, a change in designation may be made when the Chief, or Acting Chief of the [REDACTED] office deems it necessary. The designation shall be prepared in triplicate; a signed copy should be attached to the first original voucher and memorandum copy thereof submitted under such designation, the remaining copy to be retained in your files.

STATINTL

STATINTL

STATINTL

3. Preparation & Transmittal of Vouchers

The original voucher signed by the payee (with signature of Chief or Acting Chief of the [REDACTED] office in the space marked "Immediate Supervising Official") and memorandum copy thereof shall be forwarded

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with proper attachments to the Budget and Finance Branch for payment at the close of the month to which it applies. The voucher should show a breakdown of costs between the EIB and Contact [redacted] offices and show the Payee's address as: "200 Central Bldg., 2430 E. St., N.W., Washington 25, D. C." A sample Form 1129 is attached.

STATINTL

4. Regulations & Restrictions

A maximum amount of \$10.00 per transaction shall not be exceeded, and the total monthly expenditure shall not exceed \$50.00. Should an emergency arise where an expenditure in excess of \$10.00 becomes necessary, and other approved local channels cannot be used, a teletype or telegram requesting instructions should be directed through the headquarter's office of the Branch you represent, to the Supply Division of the Services Branch.

The Federal Supply Schedule Index is being furnished in order that you may be aware of the restrictions that exist in connection with Federal procurement, and, in this connection, particular attention is invited to the following:

- Page 7 - Post Office Department - Envelopes
- Page 7 - Federal Prisons Industries, Inc.
- Page 8 - Government Printing Office
- Page 10 - Purchases of Blind Made Products
- Page 22 - Source of Supply Symbols
- Page 23 - Index to Government Sources of Supply

As indicated, purchases under the petty cash procedure shall be made only in case of an emergency and when it is not possible to secure the desired items through requisition to the Regional Supply Center, Bureau of Federal Supply and/or Services Branch, Washington, D.C. Even though an emergency does exist, items such as the following (listed by normal source of supply) cannot be procured under the petty cash procedure unless a waiver is secured in advance through the Services Branch, CIA or the Regional Supply Center, Bureau of Federal Supply for items normally supplied through that Agency:

(a) Government Printing Office

Standard forms, bound books, pressboard notebooks, stenographers' notebooks, blank books, ruled cards, stock tablets, blank paper, blotting paper, cardboard, newsboard, glue and all types of inks.

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(b) Blind Made Products

Corn brooms, chair pads, rubberized fabric mats, pillowcases, towels, mops and mop handles.

(c) Federal Prison Industries

Brooms (other than corn), brushes, canvas goods, castings, wood specialties (such as desk trays), gloves, wood block type mats, metal specialties and laundry service.

(d) Bureau of Federal Supply

Electric lamps (bulbs), vacuum cleaners and repair parts, offset duplicating supplies, paper drinking cups and dispensers, machine tools, small machines and accessories and parts, some periodicals and lawbooks, v-beltting, floor coverings, purchase and rental of microphotographic equipment, spark plugs, heavy duty electric storage batteries, tires and tubes, tire chains, gas and oil, fuel oil and kerosene, filing equipment, storage and transfer cases, erasers, copy holders, indexes, typewriter parts and household and quarters furniture.

(e) Post Office Dept. (Schedule 5)

Printed and plain envelopes.

There follows a partial listing of items and/or services which are obtainable under the petty cash procedure:

STATINTL

1. Payment of rental of Post Office Boxes.
2. Payment in connection with unpacking, uncrating and local transportation of supplies and equipment received in [redacted] offices.
3. Changing of combinations and repair of safes.
4. Screwdrivers, screws, string, wrapping paper, etc., under \$1.00.
5. Mimeographing, photostating and duplicating services in cases of emergency or where security is involved.
6. Electric cords, sockets, cash boxes, office signs.
7. Maps, directories, newspaper, periodicals, special publications.
8. Camera repairs and official photo supplies and film.
9. Keys and locks.
10. Stenographic services when properly justified.
11. Rental of safety deposit boxes. (when approved by the Physical Security Division, I&S)

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12. Rental of conference room when properly justified.
13. Official rubber stamps.
14. Repairs to office machines (except typewriters) and electrical equipment, etc. (when a showing is made that the free service period has expired)

5. Allotments

For budgetary purposes, it is requested that you immediately notify the Budget and Finance Branch as to your intent in this matter. If you feel a need for establishing an emergency petty purchase procedure in accordance with the above, based on your previous experience in this regard, an estimated total monthly figure should be furnished in order that appropriate allotments and obligations of funds may be established.

STATINTL



Acting Chief
Budget and Finance Branch

cc: Executive for A&M
Chief, Services Branch
Executive for I&S
Ass't. Director for OO

RESTRICTED

U.S. Central Intelligence Agency
(Department, bureau, or establishment)
THE UNITED STATES, Dr.,
To John Doe
Address Room 200 Central Bldg., 2430 E St., N.W.
Washington 25, D.C.

PAID BY

(For use of paying office)

For petty purchases made on account of official business at the above-mentioned station, as per itemized statement within and attached subvouchers, for the period

Dec. 1, 1948 to Dec. 31, 1948

I CERTIFY that the expenses listed within, as supported by the statements and subvouchers attached, were necessarily incurred in the discharge of official business, and were paid as indicated, and that no part thereof has been heretofore claimed by me.

(Signature of Payee)

Date Dec. 31, 1948 Title Administrative Officer
SIGN ORIGINAL ONLY

(Payee must not use this space)

Differences.....

Amount verified; correct for

(Signature or initials).....

AMOUNT

DOLLARS

Cts.

15

00

(To be used at discretion of department, bureau, or establishment)

Recommended for approval:

(Signature of Chief or Acting Chief)

(Do not complete spaces below)

Immediate Supervising Official.

Pursuant to authority vested in me, I CERTIFY that the account is correct and proper for payment.

*Approved for \$.....

SIGN
ORIGINAL
ONLY

Authorized Certifying Officer.

Date, 19.....

Title

ACCOUNTING CLASSIFICATION (for completion by Administrative Office)

| APPROPRIATION, LIMITATION, OR PROJECT SYMBOL | APPROPRIATION TITLE | | LIMITATION OR PROJECT | | APPROPRIATION | |
|--|---------------------|------------------------|-----------------------|--------|--------------------------|--------|
| | | | Amount | | Amount | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| ALLOTMENT SYMBOL | AMOUNT | OBLIGATIONS LIQUIDATED | COST ACCOUNT | | OBJECTIVE CLASSIFICATION | |
| | | | SYMBOL | AMOUNT | SYMBOL | AMOUNT |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Paid by { Check No. dated, 19...., for \$..... (on Treasurer of the United States in favor of payee named above.)
Cash \$....., on, 19....

*If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise, the approving officer will sign in the blank space below "Approved for \$....." and over his official title.

Payee
(Sign original only)

Title

ITEMIZED SCHEDULE OF PETTY PURCHASES

TOTALS (to be carried forward to continuation sheet, if necessary)

(Continuation Sheet)

TOTALS (to be carried forward to continuation sheet, if necessary)

VOUCHER FOR PETTY PURCHASES

Approved For Release 2001/08/02 : CIA-RDP81-00728R000100010050-8

ITEMIZED SCHEDULE OF PETTY PURCHASES

TOTALS (to be carried forward to continuation sheet, if necessary)

Standard Form No. 1120a
Form prescribed by Comp. Gen., U. S.
May 2, 1945
General Regulations No. 103

VOUCHER FOR PETTY PURCHASES

D. O. Vou. No.

Bu. Vou. No.

U. S.

(Department, bureau, or establishment)

THE UNITED STATES, Dr.,

To

Address

PAID BY

(For use of paying office)

For petty purchases made on account of official business at the above-mentioned station, as per itemized statement within and attached subvouchers, for the period

....., 19..... to, 19.....

(Payee must not use this space)
Differences.....

Amount verified; correct for

(Signature or initials).....

AMOUNT

DOLLARS

CTS.

MEMORANDUM

*Approved for \$.....

Date, 19.....

ACCOUNTING CLASSIFICATION (for completion by Administrative Office)

| APPROPRIATION, LIMITATION, OR PROJECT SYMBOL | APPROPRIATION TITLE | | | | LIMITATION OR PROJECT Amount | APPROPRIATION Amount |
|---|---------------------|---------------------------|--------------|--------|------------------------------------|-------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| ALLOTMENT SYMBOL | AMOUNT | OBLIGATIONS LIQUIDATED | COST ACCOUNT | | OBJECTIVE CLASSIFICATION | |
| | | | SYMBOL | AMOUNT | SYMBOL | AMOUNT |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Paid by { Check No. dated, 19....., for \$..... } on Treasurer of the United States in favor of
{ Cash \$....., on, 19..... } payee named above.

Payee
(Sign original only)

Title

*If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise, the approving officer will sign in the blank space below "Approved for \$....." and over his official title.

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Approved For Release 2001/08/02 : CIA-RDP81-00728R000100010050-8

ITILIZED SCHEDULE OF PETTY PURCHASES MEMORANDUM

TOTALS (to be carried forward to continuation sheet, if necessary).

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VOUCHER FOR AUTHORIZED PETTY PURCHASES

1 9 4 5
General Regulations No. 103

General Accounting Office
Office of the Comptroller General
of the United States
Washington 25, D. C., May 2, 1945.

1. In order to provide a uniform and economical method of effecting payment for authorized petty purchases made by Federal officials and employees duly authorized to make such purchases for official purposes, and to reduce the number of separate vouchers now being prepared covering such purchases, the following procedure and standard forms are hereby prescribed for general use throughout the Government service:

Standard Form No. 1129 - Voucher For Petty Purchases
(Original, printed on white
paper - size 8½ by 11
inches)

Standard Form No. 1129a - Same as above
(Memorandum copy, printed
on yellow paper)

Standard Form No. 1129b - Voucher For Petty Purchases -
Continuation Sheet
(Original, printed on
white paper)

Standard Form No. 1129c - Same as above
(Memorandum copy, printed
on yellow paper)

2. The columnar headings of the forms have been so arranged as to permit their use when foreign currency is involved, and when so used the value of the purchases may be shown in United States dollars in the aggregate for all purchases made at the same conversion rate, thus making unnecessary the showing of the exchange rate for each purchase.

3. All petty expenditures by an employee authorized to incur such expenditures shall be listed on the reverse of the Standard Form No. 1129, and the continuation sheet if necessary. Each item listed should be supported by an original bill or invoice of the dealer, or by receipt on Standard Form No. 1012d-Revised, Receipt For Cash-Sub-voucher, when cash purchases are for \$1 or more (and lesser amounts if receipts are convenient to secure), or other form of payment evidence. Receipts shall be consecutively numbered as subvouchers.

- 2 -

and securely attached at the specified place in the upper left corner of the voucher form. When the required receipted bills or invoices (subvouchers) are not attached, a statement of the circumstances which rendered their procurement impracticable should be made on the voucher.

4. The original of the voucher, supported by receipts where applicable, shall be certified by the said employee to whom payment is to be made and by the authorized certifying officer. If proper, such vouchers will be transmitted to the disbursing officer and included in his accounts.

5. All departments and establishments for which special forms were prescribed by this office for use in connection with petty purchases shall continue to use such forms until the present supply is exhausted, provided, that after receipt of these regulations the following administrative certificate of approval shall be written, typed, or otherwise placed on the face of each voucher submitted for payment:

"Pursuant to authority vested in me, I certify that the account is correct and proper for payment."

6. In the interest of economy, the continuation sheets of the special forms now in stock for use in connection with petty purchases should be used in conjunction with the new standard voucher form until the supply of such old forms also is exhausted.

7. Upon receipt of these regulations each department and establishment is requested to make requisition at once upon the Public Printer for a supply of standard forms herein approved which it is estimated will be required for its service. In so doing, it is understood and agreed by said departments and establishments that they thereby consent to the plan of combining all the requisitions submitted and printing the total thereof in one edition to be delivered to the respective departments and establishments, or placed in stock at the Government Printing Office, subject to their order, or partly delivered and partly placed in stock, as the case may be, and that they authorize the Public Printer to prorate the cost of printing and to render bill against each department and establishment for its proportionate share on the basis of the number of forms ordered by it.

LINDSAY C. WARREN

Comptroller General
of the United States

Bu. Vou. No.

U. S.

(Department, bureau, or establishment)

THE UNITED STATES, Dr.,

To

Address

| |
|----------------------------|
| PAID BY |
| |
| |
| |
| (For use of paying office) |

For petty purchases made on account of official business at the above-mentioned station, as per itemized statement within and attached subvouchers, for the period

AMOUNT

DOLLARS CTS.

....., 19..... to, 19.....

I CERTIFY that the expenses listed within, as supported by the statements and subvouchers attached, were necessarily incurred in the discharge of official business, and were paid as indicated, and that no part thereof has been heretofore claimed by me.

(Payee must not use this space)

Differences.....

Amount verified; correct for

Date, 19..... Title

SIGN ORIGINAL ONLY

(Signature or initials).....

(To be used at discretion of department, bureau, or establishment)

Recommended for approval:

.....
Immediate Supervising Official.

Pursuant to authority vested in me, I CERTIFY that the account is correct and proper for payment.

*Approved for \$.....

SIGN
ORIGINAL
ONLY

.....
Authorized Certifying Officer.

Date, 19.....

Title

ACCOUNTING CLASSIFICATION (for completion by Administrative Office)

| APPROPRIATION, LIMITATION, OR PROJECT SYMBOL | APPROPRIATION TITLE | | | | LIMITATION OR PROJECT | APPROPRIATION |
|--|---------------------|------------------------|--------------|--------|--------------------------|---------------|
| | | | | | Amount | Amount |
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| ALLOTMENT SYMBOL | AMOUNT | OBLIGATIONS LIQUIDATED | COST ACCOUNT | | OBJECTIVE CLASSIFICATION | |
| | | | SYMBOL | AMOUNT | SYMBOL | AMOUNT |
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Paid by { Check No. dated, 19....., for \$ (on Treasurer of the United States in favor of payee named above.)
Cash \$....., on, 19.....

*If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise, the approving officer will sign in the blank space below "Approved for \$....." and over his official title.

Payee
(Sign original only)

Title

10-44605-1

Approved For Release 2001/08/02 : CIA-RDP81-00728R000100010050-8

16-44505-1 U. S. GOVERNMENT PRINTING OFFICE

VOUCHER FOR PETTY PURCHASES

D. O. Vou. No.

Bu. Vou. No.

U. S.

THE UNITED STATES, Dr.,

(Department, bureau, or establishment)

To

Address

PAID BY

(For use of paying office)

For petty purchases made on account of official business at the above-mentioned station, as per itemized statement within and attached subvouchers, for the period

AMOUNT

DOLLARS

Cts.

....., 19..... to, 19.....

I CERTIFY that the expenses listed within, as supported by the statements and subvouchers attached, were necessarily incurred in the discharge of official business, and were paid as indicated, and that no part thereof has been heretofore claimed by me.

(Payee must not use this space)

Differences

Amount verified; correct for

Date, 19..... Title

SIGN ORIGINAL ONLY

(Signature or initials)

(To be used at discretion of department, bureau, or establishment)

Recommended for approval:

.....
Immediate Supervising Official.

Pursuant to authority vested in me, I CERTIFY that the account is correct and proper for payment.

*Approved for \$.....

SIGN
ORIGINAL
ONLY

.....
Authorized Certifying Officer.

Date, 19.....

Title

ACCOUNTING CLASSIFICATION (for completion by Administrative Office)

| APPROPRIATION, LIMITATION, OR PROJECT SYMBOL | APPROPRIATION TITLE | | | | LIMITATION OR PROJECT | APPROPRIATION |
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| ALLOTMENT SYMBOL | AMOUNT | OBLIGATIONS LIQUIDATED | COST ACCOUNT | | OBJECTIVE CLASSIFICATION | |
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Paid by { Check No. dated, 19....., for \$..... } on Treasurer of the United States in favor of
Cash \$....., on, 19..... { payee named above.

*If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise, the approving officer will sign in the blank space below "Approved for \$....." and over his official title.

Payee
(Sign original only)

Title

Approved For Release 2001/08/02 : CIA-RDP81-00728R000100010050-8

16-44505-1 U. S. GOVERNMENT PRINTING OFFICE

U. S.
(Department, bureau, or establishment)
THE UNITED STATES, Dr.,
To
Address

| |
|----------------------------|
| PAID BY |
| (For use of paying office) |

For petty purchases made on account of official business at the above-mentioned station, as per itemized statement within and attached subvouchers, for the period

| AMOUNT | |
|---------|------|
| DOLLARS | CTS. |
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....., 19.... to 19....

I CERTIFY that the expenses listed within, as supported by the statements and subvouchers attached, were necessarily incurred in the discharge of official business, and were paid as indicated, and that no part thereof has been heretofore claimed by me.

(Payee must not use this space)

Differences.....

Amount verified; correct for

Date, 19.... Title
SIGN ORIGINAL ONLY

(Signature or initials).....

(To be used at discretion of department, bureau, or establishment)

Recommended for approval:

.....
Immediate Supervising Official.

Pursuant to authority vested in me, I CERTIFY that the account is correct and proper for payment.

*Approved for \$.....

**SIGN
ORIGINAL
ONLY**

.....
Authorized Certifying Officer.

Date, 19....

Title

ACCOUNTING CLASSIFICATION (for completion by Administrative Office)

| APPROPRIATION, LIMITATION, OR PROJECT SYMBOL | APPROPRIATION TITLE | | | | LIMITATION OR PROJECT | APPROPRIATION |
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Paid by { Check No. dated 19.... (or \$..... } on Treasurer of the United States in favor of
{ Cash \$..... on 19.... } { payee named above.

*If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise, the approving officer will sign in the blank space below "Approved for \$....." and over his official title.

Payee
(Sign original only)

Title

TOTALS (to be carried forward to continuing sheet, if necessary)

VOUCHER FOR PETTY PURCHASES

D. O. Vouch. No.

Bu. Vou. No.

U. S.
(Department, bureau, or establishment)

THE UNITED STATES, Dr.,

To

Address

PAID BY

(For use of paying office)

For petty purchases made on account of official business at the above-mentioned station, as per itemized statement within and attached subvouchers, for the period

....., 19..... to, 19.....

(Payee must not use this space)

Differences.....

Amount verified; correct for

(Signature or initials).....

AMOUNT

DOLLARS

Cts.

MEMORANDUM

*Approved for \$.....

Date, 19.....

ACCOUNTING CLASSIFICATION (for completion by Administrative Office)

| APPROPRIATION, LIMITATION, OR PROJECT SYMBOL | APPROPRIATION TITLE | | | | LIMITATION OR PROJECT | APPROPRIATION |
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| ALLOTMENT SYMBOL | AMOUNT | OBLIGATIONS LIQUIDATED | COST ACCOUNT | | OBJECTIVE CLASSIFICATION | |
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Paid by { Check No. dated, 19....., for \$..... (on Treasurer of the United States in favor of
Cash \$....., on, 19..... payee named above.)

*If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise, the approving officer will sign in the blank space below "Approved for \$....." and over his official title.

Payee
(Sign original only)

Title

TOTALS (to be carried forward to continuation sheet, if necessary).

VOUCHER FOR PETTY PURCHASES

Bu. Vou. No.

U. S.
(Department, bureau, or establishment)

THE UNITED STATES, Dr.,

To

Address

PAID BY

(For use of paying office)

For petty purchases made on account of official business at the above-mentioned station, as per itemized statement within and attached subvouchers, for the period

AMOUNT

DOLLARS

Cts.

....., 19..... to, 19.....

(Payee must not use this space)

Differences.....

Amount verified; correct for

(Signature or initials).....

MEMORANDUM

*Approved for \$.....

Date, 19.....

ACCOUNTING CLASSIFICATION (for completion by Administrative Office)

| ACCOUNTING CLASSIFICATION (for completion by Administrative Office) | | | | | | |
|---|---------------------|---------------------------|--------------|--------|--------------------------|---------------|
| APPROPRIATION, LIMITATION, OR PROJECT SYMBOL | APPROPRIATION TITLE | | | | LIMITATION OR PROJECT | APPROPRIATION |
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| ALLOTMENT SYMBOL | AMOUNT | OBLIGATIONS LIQUIDATED | COST ACCOUNT | | OBJECTIVE CLASSIFICATION | |
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Paid by { Check No. dated, 19....., for \$..... } on Treasurer of the United States in favor of
Cash \$....., on, 19..... { payee named above.

Payee
(Sign original only)

*If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise, the approving officer will sign in the blank space below "Approved for \$....." and over his official title.

Title

Approved For Release 2001/08/02 : CIA-RDP81-00728R000100010050-8

TOTALS (to be carried forward to continuation sheet, if necessary)

U. S.
(Department, bureau, or establishment)

THE UNITED STATES, Dr.,

To

Address

PAID BY

(For use of paying office)

For petty purchases made on account of official business at the above-mentioned station, as per itemized statement within and attached subvouchers, for the period

....., 19..... to, 19.....

(Payee must not use this space)

Differences.....

Amount verified; correct for

(Signature or initials).....

AMOUNT

DOLLARS

Cts.

MEMORANDUM

*Approved for \$.....

Date, 19.....

ACCOUNTING CLASSIFICATION (for completion by Administrative Office)

| ACCOUNTING CLASSIFICATION (to comply with 24 CFR 101.116) | | | | | | |
|---|---------------------|------------------------|--------------|--------|--------------------------|---------------|
| APPROPRIATION, LIMITATION, OR PROJECT SYMBOL | APPROPRIATION TITLE | | | | LIMITATION OR PROJECT | APPROPRIATION |
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| ALLOTMENT SYMBOL | AMOUNT | OBLIGATIONS LIQUIDATED | COST ACCOUNT | | OBJECTIVE CLASSIFICATION | |
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Paid by { Check No. dated, 19....., for \$..... } on Treasurer of the United States in favor of
Cash \$....., on, 19..... { payee named above.

Payee
(Sign original only)

*If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise, the approving officer will sign in the blank space below "Approved for \$....." and over his official title.

Title

Approved For Release 2001/08/02 : CIA-RDP81-00728R000100010050-8

Approved For Release 2001/08/02 : CIA-RDP81-00728R000100010050-8

ANNEXED SCHEDULE OF PETTY PURCHASES

MEMORANDUM

TOTALS (to be carried forward to continuation sheet, if necessary).

Approved For Release 2001/08/02 : CIA-RDP81-00728R000100010050-8

ITEMIZED SCHEDULE OF PETTY PURCHASES

TOTALS (to be carried forward to continuation sheet, if necessary)

(Continuation Sheet) Approved For Release 2001/08/02 : CIA-RDP81-00728R000100010050-6 MEMORANDUM

(Continuation Sheet) Approved For Release

2025 RELEASE UNDER E.O. 14176

000100508 MEMORANDUM

Standard Form No. 1129c Form prescribed by Comptroller General, U. S., May 2, 1945, GENERAL REGULATIONS No. 103.

ITEMIZED SCHEDULE OF PETTY PURCHASES

TOTALS (to be carried forward to continuation sheet, if necessary)

(Continuation Sheet)

TOTALS (to be carried forward to continuation sheet, if necessary)